

SHIRE OF EAST PILBARA
These minutes were confirmed by the council
as a true and accurate record at the ordinary
council meeting held on 24 / 4 / 20

Haigre

Unconfirmed copy of Minutes of
Meeting held on 27 March 2020 subject
to confirmation at meeting to be held
on 24 April 2020



EAST PILBARA SHIRE COUNCIL

MINUTES

ORDINARY COUNCIL MEETING

NOTICE IS HEREBY GIVEN that an
ORDINARY Meeting of the Council was held,
in Council Chambers, Newman,
10:00AM, FRIDAY, 27 MARCH 2020.

Jeremy Edwards
CHIEF EXECUTIVE OFFICER



DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of East Pilbara for any act, omission or statement or intimation occurring during Council or Committee Meetings. The Shire of East Pilbara disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee Meeting does so at that person's or legal entity's own risk.

In particular and without derogating any planning application or application of a licence, any statement or intimation of approval made by any member or Officer of the Shire of East Pilbara during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of East Pilbara.

The Shire of East Pilbara warns that anyone who has any application lodged with the Shire of East Pilbara must obtain and should only rely on

WRITTEN CONFIRMATION

of the outcome of the application and any conditions attaching to the decision made by the Shire of East Pilbara in respect of the application.

Signed: _____
Jeremy Edwards
Chief Executive Officer

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1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairman declared the meeting open at 10:05am.

2 APPROVAL OF ATTENDANCE OF COUNCILLORS BY TELEPHONE/AUDIO CONTACT

Pursuant to Regulation 14A(1) of the *Local Government (Administration) Regulations 1996*, approval is sought by Council for attendance of Councillors by telephone/audio contact for the Council Meeting on Friday 27th March 2020 at 10:00am.

STATUTORY IMPLICATIONS

Regulation 14A(1) *Local Government (Administration) Regulations 1996*.

VOTING REQUIREMENTS

Absolute Majority.

RECOMMENDATION/COUNCIL RESOLUTION: 201920/130

MOVED: Cr Geraldine Parsons

SECONDED: Cr Holly Pleming

That Council attendance by telephone/audio contact for the following Councillors/Officers for the Council Meeting on Friday 27th March 2020 at 10:00am, at the following places:

- | | | |
|----|-----------------------|------------------------|
| 1. | Cr. Lang Coppin OAM | Place – Marble Bar, WA |
| 2. | Cr. Dean Hatwell | Place – Marble Bar, WA |
| 3. | Cr. Stacey Smith | Place – Nullagine, WA |
| 4. | Cr. Adrienne Mortimer | Place – Marble Bar, WA |
| 5. | Cr. Anthony Middleton | Place – Newman, WA |
| 6. | Mr Raees Rasool | Place – Newman, WA |

3 RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE

3.1 ATTENDANCES

Councillors

Cr Lynette Craigie OAM	Shire President (<i>In Person</i>)
Cr Geraldine Parsons	Deputy Shire President (<i>In Person</i>)
Cr Carol Williams	Councillor (<i>In Person</i>)
Cr Anthony Middleton	Councillor (<i>Phone</i>)
Cr Adrienne Mortimer	Councillor (<i>Phone</i>)
Cr Langtree Coppin OAM	Councillor (<i>Phone</i>)
Cr Dean Hatwell	Councillor (<i>Phone</i>)
Cr Holly Pleming	Councillor (<i>In Person</i>)
Cr Karen Lockyer	Councillor (<i>In Person</i>)
Cr Stacey Smith	Councillor (<i>Phone</i>)
Cr Carol Williams	Councillor (<i>Arrived In Person at 10:55am</i>)

Officers

Mr Jeremy Edwards	Chief Executive Officer (<i>Arrived In Person at 11:19am</i>)
Ms Sian Appleton	Executive Manager Corporate Services (<i>In Person</i>)
Mr Ben Lewis	Executive Manager Commercial Services (<i>In Person</i>)
Mr Raees Rasool	Executive Manager Infrastructure Services (<i>Phone</i>)
Ms Lisa Clack	Executive Manager Customer & Community Services (<i>Arrived In Person at 11:19am</i>)
Mrs Kylie Bergmann	Coordinator Governance (<i>In Person</i>)

Public Gallery

3.2 APOLOGIES

Councillor Apologies

Cr Anita Grace	Councillor
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Officer Apologies

3.3 LEAVE OF ABSENCE

4 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

4.1 CR GERALDINE PARSONS

At the Ordinary Council Meeting on 28 February 2020, Councillor Gerry Parsons requested that a letter be sent to the Department of Communities Director, asking a series of questions.

That letter was sent via email to Mr Simon Taylor, Regional Executive Director for the Pilbara on 12th March 2020. At the time of printing the Agenda, the administration was awaiting a reply from Mr Taylor.

4.2 CR DEAN HATWELL

At the Ordinary Council Meeting on 28 February 2020, Councillor Dean Hatwell requested officers to investigate the feasibility of taking over the Nullagine CRC.

It is understood that the Nullagine community will be meeting in March to see if they can establish a Committee. Past this officers will decide if an item will be presented back to the April Ordinary Council Meeting.

4.3 CR LYNNE CRAIGIE

At the Ordinary Council Meeting on 28 February 2020, Councillor Lynne Craigie requested officers to explore the availability of a security service operating in Newman.

Officers are still investigating this issue and it is primarily around 3 options for Council to consider. These being:

1. Security Patrols from a licensed security company.
2. Martu led advocate type role with Martu being employed by the Shire or a Not For Profit – non Government Agency in town.
3. The Shire and other agencies contributing towards the operational cost for WA Police to provide Youth Policing Officers or Community Liaison Officers in Newman.

Officers are working on these models and the Shire President and CEO are meeting with Assistant Commissioner Jo McCabe and Commander Darryl Gaunt on 15 April 2020 to discuss further. It is likely that an item will be placed before Council for consideration for its meeting scheduled in April 2020.

5 PUBLIC QUESTION TIME

Ms Kathy Wigg asked the following questions by submitting them in writing, to the Chief Executive Officer, prior to the Council Meeting.

As a concerned patron that use to live and work in Marble Bar and returned 2 years ago while travelling the northwest, was appalled at how the cemetery is looked after.

It took me a half an hour to find my fathers grave and another two hours to remove the overgrown vegetation that totally covered his grave. It was as well it had been raining as the soil etc. was soft.

Surely council workers can be engaged to clean the cemetery where people's loved ones are laid to rest. Or a further suggestion that the prisoners (if any) in the lock up, give them something to do and have them clean the cemetery. I actually emailed the council two years ago on my return home and asked for something to be done and never had a reply.

I would like this request to be tabled at the meeting and the problem addressed.

RESPONSE: Question was taken on notice. CEO will provide a response in due course.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

7 APPLICATIONS FOR LEAVE OF ABSENCE

8 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING

8.1 CONFIRMATION OF MINUTES

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/131

MOVED: Cr Geraldine Parsons

SECONDED: Cr Holly Pleming

THAT the minutes of the Ordinary Meeting of Council held on 28 February 2020, be confirmed as a true and correct record of proceedings except for the following amendment:

Remove Councillor Williams from the attendance list as she was absent for the February 28, 2020 Council Meeting.

CARRIED UNANIMOUSLY

To be actioned by Mrs Kylie Bergmann, Coordinator Governance

9 MEMBERS REPORT

9.1 ITEMS FOR RECOMMENDATION

9.2 ITEMS FOR INFORMATION

Cr Lynne Craigie OAM

-

Cr Gerry Parsons

- Pilbara Development Committee Meeting
- Professional Speaking WALGA training

Cr Anita Grace

- PRC Meeting

Cr Anthony Middleton

- Art at the Heart Meeting/Judging

Cr Holly Fleming

- Art at the Heart Meeting/Judging
- Meeting with Newman Primary School P & C President in regards to carpark

Cr Karen Lockyer

- Art at the Heart Meeting/Judging
- Youth International Women's Day Event

Cr Carol Williams

- Nil.

Cr Stacey Smith

- International Women's Day Event in Nullagine – 5/03/2020
- Nullagine CRC Committee Meeting x 2
- LEMC Meeting

Cr Adrienne Mortimer

- Emergency Management meeting in Marble Bar

Cr Dean Hatwell

- LEMC Meeting

Cr Lang Coppin OAM

- Prospectors meeting

10 OFFICER'S REPORTS

10.1 CHIEF EXECUTIVE OFFICER

10.1.1 STATUS OF COUNCIL DECISIONS - FEBRUARY 2020

Attachments:	Appendix 1 – Council Resolutions Register – Feb 2020
Responsible Officer:	Mr Jeremy Edwards Chief Executive Officer
Author:	Mrs Kylie Bergmann Coordinator Governance
Proposed Meeting Date:	27 March 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

To inform Council of the action taken in relation to Council decisions.

BACKGROUND

Council requested to be informed of the progress and completion of previous Council resolutions and decisions.

COMMENTS/OPTIONS/DISCUSSIONS

The status of Council decisions is included as an attachment (*Appendix 1 refers*).

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil.

POLICY IMPLICATIONS

Nil.

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

RISK MANAGEMENT CONSIDERATIONS

In order to remain transparent and to facilitate timely and appropriate decision making, it is requested that action items be reviewed at each Council meeting.

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/132

MOVED: Cr Holly Fleming

SECONDED: Cr Karen Lockyer

That the 'Status of Council Decisions' report for the month of February 2020 be received.

CARRIED UNANIMOUSLY

To be actioned by Mrs Kylie Bergmann, Coordinator Governance

Appendix 1

Council Resolutions Register – Feb 2020

SHIRE OF EAST PILBARA
ORDINARY COUNCIL MEETING MINUTES

27 MARCH 2020

SHIRE OF EAST PILBARA - COUNCIL RESOLUTIONS REGISTER
28/02/2020 - Ordinary Council Meeting

28/02/2020 – Ordinary Council Meeting

Item No	Responsible Officer	Report Title	Accepted Recommendation	Council Resolution No.	Actioning Officer	Comments/Action Taken	Completion Date																																																						
CHIEF EXECUTIVE OFFICER																																																													
7.1	CG	Confirmation of Minutes	THAT the minutes of the Ordinary Meeting of Council held on 24 January 2020, be confirmed as a true and correct record of proceedings.	201920/112	CG	No further action.	28/02/2020																																																						
9.1.1	CG	Status of Council Decisions - January 2020	That the 'Status of Council Decisions' report for the month of January 2020 be received.	201920/113	CG	No further action.	28/02/2020																																																						
9.1.2	CG	Change of Date - June Council Meeting	RECOMMENDATION LOST	LOST	CG	No further action.	28/02/2020																																																						
13.1.1	MLU&S	Native Title Settlement Part: Proposal for the Nyiyaparli #3 Determination Area	That Council resolves to: 1. Formally advise Honourable Minister Wyatt of its objection in relation to the inclusion of certain industrial zoned lots, in Newman Townsite for its consideration of Native Title Settlement matter Nyiyaparli and Nyiyaparli #3 Determination area (WCD2018/008) for the following reasons: a) Industrial zoned land is in immediate demand in Newman to service the community and the mining industry. There is none or very limited supply of industrial zoned land to meet the immediate needs of the market in Newman. b) In the event the industrial zoned land is considered in the Settlement it is highly likely that the land in question will be inaccessible to business in the short to medium term. 2. Request the said industrial zoned land be removed from the Proposal and made available immediately to facilitate industry needs in Newman.	201920/127	MLU&S																																																								
EM CORPORATE SERVICES																																																													
9.2.1	EMCS	Corporate Business Plan Progress Report	That Council review and receive the Corporate Business Plan progress report to the 31 st January 2020.	201920/114	EMCS	No further action.	10/03/2020																																																						
9.2.2	EMCS	Status of Capital Projects as at 31 January 2020	That Council receive the Capital Works Program Status update for the period 1 July 2019 to 31 January 2020.	201920/115	EMCS	No further action.	10/03/2020																																																						
9.2.3	MCS	Budget Review as at 31 December 2019	That Council 1. Accept the Budget Review as at the 31st December 2019 as attached in Appendix One. 2. Authorise additional capital expenditure as follows: <table><tr><th>Capital Expenditure New or Increase</th><th>Source</th><th>Amount</th></tr><tr><td>Chlorination System Increase</td><td>Muni</td><td>\$ 100,000</td></tr><tr><td>Rural/Access Road increase in expenditure</td><td>Funded/Muni</td><td>\$ 300,000</td></tr><tr><td>TOTAL ADDITIONAL CAPITAL EXPENDITURE</td><td></td><td>\$ 400,000</td></tr></table> Capital Items not Undertaken or Reduced <table><tr><th></th><th>Source</th><th>Amount</th></tr><tr><td>Marble Bar Skate Park Shade</td><td>To Reserve</td><td>\$ 150,000</td></tr><tr><td>CCTV and Lighting</td><td>To Reserve</td><td>\$ 400,000</td></tr><tr><td>Family and Youth Hub Design</td><td>To Reserve</td><td>\$ 200,000</td></tr><tr><td>M/Bar Aquatic Centre - Infrastructure</td><td>To Reserve</td><td>\$ 218,000</td></tr><tr><td>Landfill and Civil Works</td><td>To Reserve</td><td>\$ 330,000</td></tr><tr><td>Staff Housing</td><td>To Reserve</td><td>\$ 100,000</td></tr><tr><td>Sewerage Plant Capital Improvements</td><td>Loan</td><td>\$5,500,000</td></tr><tr><td>Sewerage Plant Capital Improvements</td><td>To Reserve</td><td>\$ 500,000</td></tr><tr><td>Underspend - Various Plant Items</td><td>Muni</td><td>\$ 100,000</td></tr><tr><td>TOTAL CAPITAL WORK NOT UNDERTAKEN</td><td></td><td>\$7,498,000</td></tr></table> Draw Down on Loan not Undertaken <table><tr><th></th><th>Source</th><th>Amount</th></tr><tr><td>Sewerage Plant Capital Improvements</td><td>Loan</td><td>\$5,500,000</td></tr><tr><td>TOTAL LOAN</td><td></td><td>\$5,500,000</td></tr></table>	Capital Expenditure New or Increase	Source	Amount	Chlorination System Increase	Muni	\$ 100,000	Rural/Access Road increase in expenditure	Funded/Muni	\$ 300,000	TOTAL ADDITIONAL CAPITAL EXPENDITURE		\$ 400,000		Source	Amount	Marble Bar Skate Park Shade	To Reserve	\$ 150,000	CCTV and Lighting	To Reserve	\$ 400,000	Family and Youth Hub Design	To Reserve	\$ 200,000	M/Bar Aquatic Centre - Infrastructure	To Reserve	\$ 218,000	Landfill and Civil Works	To Reserve	\$ 330,000	Staff Housing	To Reserve	\$ 100,000	Sewerage Plant Capital Improvements	Loan	\$5,500,000	Sewerage Plant Capital Improvements	To Reserve	\$ 500,000	Underspend - Various Plant Items	Muni	\$ 100,000	TOTAL CAPITAL WORK NOT UNDERTAKEN		\$7,498,000		Source	Amount	Sewerage Plant Capital Improvements	Loan	\$5,500,000	TOTAL LOAN		\$5,500,000	201920/116	MCS	Noted	10/03/2020
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9.2.4	EFO	Creditors for Payment	THAT Council endorse the payments: <table><thead><tr><th>FUND</th><th>VOUCHIER</th><th>AMOUNT</th></tr></thead><tbody><tr><td>EFT Payments</td><td>EFT52039 – EFT52477</td><td>\$1,976,759.14</td></tr><tr><td>Credit Card Payment</td><td>EFT52383</td><td>\$11,723.25</td></tr><tr><td></td><td>Total</td><td>\$ 1,998,482.39</td></tr><tr><td>Cheque Payments</td><td>24896 – 24915</td><td>\$5,314.22</td></tr><tr><td>Manual Cheque Payments</td><td>320 – 324</td><td>\$250.00</td></tr><tr><td>Directs – Fuel</td><td>10808859</td><td>\$1,232.40</td></tr><tr><td>Directs - Superannuation</td><td>DD13394.1 – DD13422.23</td><td>\$100,636.16</td></tr><tr><td></td><td>Total</td><td>\$ 107,434.78</td></tr><tr><td></td><td>GRAND TOTAL</td><td><u>\$ 2,105,917.17</u></td></tr></tbody></table> EndOfRecommendation - This line will not be printed Please do NOT delete	FUND	VOUCHIER	AMOUNT	EFT Payments	EFT52039 – EFT52477	\$1,976,759.14	Credit Card Payment	EFT52383	\$11,723.25		Total	\$ 1,998,482.39	Cheque Payments	24896 – 24915	\$5,314.22	Manual Cheque Payments	320 – 324	\$250.00	Directs – Fuel	10808859	\$1,232.40	Directs - Superannuation	DD13394.1 – DD13422.23	\$100,636.16		Total	\$ 107,434.78		GRAND TOTAL	<u>\$ 2,105,917.17</u>	201920/117	EFO	Complete.	10/03/2020
FUND	VOUCHIER	AMOUNT																																			
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9.2.5	MCS	Financial Activity for the period ending 31 December 2019	That the monthly financial statements for the period 1st July 2019 to 31st December 2019 of the 2019/2020 financial year as presented be received.	201920/118	MCS	Completed	10/03/2020																														
13.2.1	MCS	Exercise Power of Sale – 24 and 28 Gallop Road Nullagine	That Council 1. Resolves to exercise its power of sale pursuant to sections 6.68(2)(b) and Part 6 Subdivision 6 of the Local Government Act in relation to the properties of 24 Gallop Road Nullagine and 28 Gallop Road Nullagine, in order to recover the outstanding rates owing in respect to these properties. 2. If the property does not sell at auction or by private treaty within one (1) year of the auction a further recommendation will be presented to Council. 3. Note that both properties listed in recommendation 1 above consist of both land and dwellings.	201920/128	MCS	Noted	10/03/2020																														
13.2.2	EMCS	Award of Tender for Economic Development Strategy	That Council 1. Award Tender RFT 04-2019/20 for the preparation and delivery of a Newman Town Centre Development Strategy and an Economic Development and Tourism Strategy to Taylor Burrell Barnett at the tendered price of \$143,280 (ex gst) (price includes 10% discount for award of both portions). 2. Approve the Chief Executive Officer to apply the common seal of the Shire of East Pilbara to the Contract between the Shire and Taylor Burrell Barnett with respect to this Tender.	201920/129	EMCS																																

EM CUSTOMER & COMMUNITY SERVICES

EM CUSTOMER & COMMUNITY SERVICES

9.3.1	CCW	Community Assistance Grant 3 - Round 2 2019/20	That Council: - Approves funding for the following Community Assistance Grant Number 3, applications in Round Two of the 2019/2020 financial year totalling \$30,872: - Newman Vets total of \$6,000.00 towards the Vet's celebrity match - Trensafe WA total of \$3,000.00 towards an industry safety forum - Newman Motocross total of \$6,000.00 towards the memorial event - Newman RSL total of \$3,000.00 towards the ANZAC day event - Newman Tee Ball total of \$2,872 towards the new diamond sport - East Pilbara Race Club total of \$6,000.00 towards the Newman Cup 2020 - Red Desert Events total of \$4,000.00 towards their kitchen and toy upgrades (e) and (g) have been approved due to the community benefit that it will bring along with alignment towards the new draft guidelines for Community Assistance Grants. - Notas Account \$1014 Community Assistance Grants total budget allocation for the 2019/20 financial year has been increased \$12,000 from \$55,000 to \$67,000 in the mid-year budget review to accommodate the approval of these applications.	201920/119	CCW	Advice to grant applicants underway.	12/03/2020
9.3.2	MCSafety	Kanjini Experience 2020 - Request for Sponsorship	RECOMMENDATION LOST	LOST	MCS	No further action.	28/02/2020
12.1	EMCCS	2020 Business Excellence Awards Sponsorship request	THAT Council approves the support of the 2020 Newman Chamber of Commerce and Industry Business Excellence Awards, with a financial donation of \$5000 for a Gold Sponsorship package.	201920/126	EMCCS	Sponsorship being actioned	12/03/2020
EM COMMERCIAL SERVICES							
9.4.1	CPS	Deed of Surrender for Portion of Land at North Newman Reserve - Panna Riders Inc, Approval to enter into a new agreement with Newman Scouts	That Council - Approve entering into a Deed of Surrender with Panna Riders for portion of the land located at North Newman Reserve, Newman from 1 March 2020. - Approve entering into a new lease agreement with the Newman Scouts Inc for portion of North Newman Reserve for a term of 5 years commencing 1 March 2020 – 28 February 2025, with one (1) x 5 year option term, subject to the following documents being provided: - Printed up to date copy of the constitution - Copy of the incorporations certificate - Copy of Public Liability Insurance - Current financial statements - Refer the lease to the Minister for Lands for approval.	201920/120	CPS	Leases being drafted	10/03/2020

9.4.2	MDS-B	Development Application P023/19 - Parnawarr Shopping Centre Signage	That Council grants development approval in accordance with provision clause 68(2)(b) of the Planning and Development (Local Planning Schemes) Regulations 2015 and the Shire of East Pilbara Town Planning Scheme No.4, for subject to the following conditions; 1. Development shall be in accordance with the approved plan(s) and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plan(s) shall not be modified or altered without the prior written approval Council; 2. All building works to comply with legislative requirements. 3. The sign shall be kept clean and free from unsightly matter and shall be maintained by the licensee or owner in good order free of dilapidation. 4. The sign shall be securely fixed to the structure by which it is supported, to the satisfaction of the Council, and shall be maintained in a safe condition.	201920/121	MDS-B	Licence being prepared for issue	10/03/2020
9.4.3	CPS	Newman House - Approval to enter into a new lease agreement with EDAC	That Council 1. Approve entering into a new lease agreement with Ethnic Disability Advocacy Centre (EDAC) for office accommodation at Newman House for a term of 6 months commencing 1st July 2020 to 31st December 2020 with two (2) x one year option terms. 2. Approve the common seal to be applied to the agreement between the Ethnic Disabilities Advocacy Centre and Shire of East Pilbara.	201920/122	CPS	Leases being drafted	10/03/2020
9.4.4	CPS	Approval to enter into a new Agreement with NCCI	That Council 1. Approve entering into a new lease agreement with Newman Chamber of Commerce and Industry (NCCI) for office accommodation at Newman House for a term of 2 years commencing 1st July 2020 to 30 June 2022 with three (3) x one year option terms. 3. Approve the common seal to be applied to the agreement between the Newman Chambers of Commerce and Industry (NCCI) and Shire of East Pilbara.	201920/123	CPS	Leases being drafted	10/03/2020
9.4.5	CPS	Newman House - NEMMS Joint Venture Applying to surrender lease agreement for office accommodation	That Council 1. Accepts the surrender of the lease agreement between the Shire of East Pilbara and NEMMS JV effective from 1st March 2020, subject to the following being completed a) All communication services to be disconnected, furnishings to be removed, carpets to be cleaned, any maintenance requirements to be completed, all Newman House access cards and keys to be returned to the Newman House Manager.	201920/124	CPS	surrender documents being drafted and executed	10/03/2020
EM INFRASTRUCTURE SERVICES							

9.5.1	MWS	CDS Summary Report - Funding Consideration Report	1. That Council Approve funding for the required capital works for the upgrade of existing facilities to establish a Refund Point for the Container Deposit Scheme at Newman Refuse Site based on the table below: <table><tr><th>Account</th><th>Description</th><th>Amount</th></tr><tr><td>888326</td><td>Public Building Reserve</td><td>-\$200,000</td></tr><tr><td>New Account</td><td>Container Deposit Scheme</td><td>+\$200,000</td></tr></table> 2. Note to fund the operational cost of the Container Deposit Scheme, three (3) consecutive five (5) percent increases to the Waste Service Fee for financial years 2020/21, 2021/22 and 2022/23 will be required as per the table below. This will be submitted to Council as part of the budget process: <table><tr><th></th><th colspan="2">Current F/Y</th><th colspan="2">Future F/Y</th></tr><tr><th></th><th>2019/20</th><th>2020/21</th><th>2021/22</th><th>2022/23</th></tr><tr><td>SoEP - Waste Service Fee (\$/yr)</td><td>260</td><td>273</td><td>286.65</td><td>300.98</td></tr></table>	Account	Description	Amount	888326	Public Building Reserve	-\$200,000	New Account	Container Deposit Scheme	+\$200,000		Current F/Y		Future F/Y			2019/20	2020/21	2021/22	2022/23	SoEP - Waste Service Fee (\$/yr)	260	273	286.65	300.98	201920/125	MWS	
Account	Description	Amount																												
888326	Public Building Reserve	-\$200,000																												
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	Current F/Y		Future F/Y																											
	2019/20	2020/21	2021/22	2022/23																										
SoEP - Waste Service Fee (\$/yr)	260	273	286.65	300.98																										

10.1.2 AIRPORT ADVISORY COMMITTEE MINUTES - 28 FEBRUARY 2020

Attachments:	Appendix 1 – Airport Advisory Minutes – 28 February 2020
Responsible Officer:	Mr Jeremy Edwards Chief Executive Officer
Author:	Mrs Kylie Bergmann Coordinator Governance
Proposed Meeting Date:	27 March 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

That Council receive the Minutes from the Airport Advisory Committee Meeting held on 28th February 2020.

BACKGROUND

At its meeting on 25th October 2019, Council resolved to establish an Airport Advisory Committee, with the purpose to assist Council to undertake its role under section 2.7(2)(a) of the *Local Government Act 1995* to establish and maintain liaison between stakeholders, consider policies associated with the Newman Regional Airport and oversee development of the Newman Regional Airport.

COMMENTS/OPTIONS/DISCUSSIONS

A meeting of the Airport Advisory Committee was held on Friday 28th February 2020 at 8:30am. A copy of the Minutes are attached at **Appendix 1**.

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government Act 1995

Part 5 – Administration

Division 2 – Council meetings, committees and their meetings and electors' meetings

Subdivision 2 – Committees and their meetings

POLICY IMPLICATIONS

Nil.

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

RISK MANAGEMENT CONSIDERATIONS

Nil.

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/133

MOVED: Cr Holly Fleming

SECONDED: Cr Geraldine Parsons

That Council receive the Airport Advisory Committee Minutes of 28th February 2020, as attached at Appendix 1.

CARRIED UNANIMOUSLY

To be actioned by Mrs Kylie Bergmann, Coordinator Governance

Appendix 1
Airport Advisory Minutes – 28 February 2020



SHIRE OF EAST PILBARA

MINUTES

ORDINARY COMMITTEE MEETING

NOTICE IS HEREBY GIVEN that an Ordinary
Meeting of the **AIRPORT COMMITTEE** was held,
in Council Chambers, Newman, 8:30AM, Friday, 28 February, 2020.

Jeremy Edwards
CHIEF EXECUTIVE OFFICER



DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of East Pilbara for any act, omission or statement or intimation occurring during Council or Committee Meetings. The Shire of East Pilbara disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee Meeting does so at that person's or legal entity's own risk.

In particular and without derogating any planning application or application of a licence, any statement or intimation of approval made by any member or Officer of the Shire of East Pilbara during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of East Pilbara.

The Shire of East Pilbara warns that anyone who has any application lodged with the Shire of East Pilbara must obtain and should only rely on

WRITTEN CONFIRMATION

of the outcome of the application and any conditions attaching to the decision made by the Shire of East Pilbara in respect of the application.

Signed: _____
Jeremy Edwards
Chief Executive Officer

SHIRE OF EAST PILBARA
AIRPORT ADVISORY COMMITTEE MINUTES

28 FEBRUARY 2020

AIRPORT ADVISORY COMMITTEE

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SHIRE OF EAST PILBARA
AIRPORT ADVISORY COMMITTEE

28 FEBRUARY 2020

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chief Executive Officer declared the meeting open at 8:00am. The nominated Chairperson, Cr. Anthony Middleton was unavailable to attend the meeting, the CEO called for nominations for the position of Chairperson.

Councillor Dean Hatwell nominated for the position of Chairperson. The Chief Executive Officer then called for further nominations.

No further nominations being received, the Chief Executive Officer declared Councillor Dean Hatwell elected as the Chairperson.

2 RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE

2.1 ATTENDANCES

Councillors

Cr Dean Hatwell	Councillor
Cr Holly Fleming	Councillor
Cr Geraldine Parsons	Councillor (Deputy for Cr Middleton)
Cr Lynne Craigie	Councillor (Deputy for Cr Coppin)

Officers

Mr Jeremy Edwards	Chief Executive Officer
Mr Ben Lewis	Executive Manager Commercial Services
Mrs Kylie Bergmann	Coordinator Governance

Public Gallery

2.2 APOLOGIES

Councillor Apologies

Cr Langtree Coppin OAM	Councillor
Cr Anthony Middleton	Councillor

Officer Apologies

3 LEAVE OF ABSENCE

4 PUBLIC QUESTION TIME

5 PETITIONS/DEPUTATIONS/PRESENTATIONS

SHIRE OF EAST PILBARA
AIRPORT ADVISORY COMMITTEE MINUTES

28 FEBRUARY 2020

6 CONFIRMATION OF MINUTES OF PREVIOUS COMMITTEE MEETING

6.1 24 JANUARY 2020

OFFICER & COMMITTEE RECOMMENDATION

MOVED: Cr Lynette Craigie OAM, **SECONDED:** Cr Geraldine Parsons

THAT the Minutes of the Airport Advisory Committee held at Newman on the 24th January 2020, be confirmed as a true and correct record of proceedings, except for the following changes:

There was an amendment to the Minutes – General business from Cr Coppin to add the following:

- Additional information to be included within the monthly Councillor Information Bulletin report with statistics from the Qantas resident fares program;
- That it be noted that it was disappointing that no one from the Shire attended the National AAA conference; and
- Information to be provided to Councillors on the Aviair program that Council has supported.

CARRIED UNANIMOUSLY

To be actioned by Mrs Kylie Bergmann, Coordinator Governance

SHIRE OF EAST PILBARA
AIRPORT ADVISORY COMMITTEE MINUTES

28 FEBRUARY 2020

7 OFFICER'S REPORTS

7.1 DRAFT WA AVIATION STRATEGY 2020

Attachments:	Appendix 1 – Draft WA Aviation Strategy 2020
Responsible Officer:	Mr Ben Lewis Executive Manager Commercial Services
Author:	Mr Ben Lewis Executive Manager Commercial Services
Proposed Meeting Date:	28 February 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

For the Airport Committee to consider the WA Aviation Strategy and provide formal comment prior to the submission date.

BACKGROUND

As a result of the Parliamentary Inquiry into Regional Airfares in Western Australia in 2017, the report provided 13 recommendations to address the community concerns about the high cost of airfares in regional areas. The current government has committed to addressing the concerns regarding high regional airfares.

Part of this commitment was to set up a task force through the Department of Transport's aviation division to go out and meet with key state holders and community members.

In March 2019, the task force travelled the most affected areas of the state. With the Pilbara being the most critical region, the task force undertook workshops in the four Pilbara towns including Newman where presentations were given by the Department of Transport, Qantas, Virgin and the Shire of East Pilbara.

COMMENTS/OPTIONS/DISCUSSIONS

The WA Aviation Strategy 2020 (the Strategy) is a blueprint for advancing aviation in Western Australia and sets out a practical policy approach for the aviation industry in WA into the future. The draft strategy is currently out for review with comments due back by 27 March 2020.

The vision of the Strategy for Western Australia is:

Western Australia has a comprehensive network of affordable air services and fit for purpose airport infrastructure that supports and promoted the State's economic and social development.

SHIRE OF EAST PILBARA
AIRPORT ADVISORY COMMITTEE MINUTES

28 FEBRUARY 2020

With this vision in mind strategy sets out four key goals which are:

1. Affordable Airfares
2. Connected Communities
3. Fit for Purpose Infrastructure
4. Informed and Future Ready

The Shire's vision for creating Newman as a regional hub which services industry very much aligns with what the state is moving towards.

The Newman Airport Master Plan currently being drafted will set up Newman Airport and the shire for decades to come and fully meet goals 3 and 4 of the strategy.

The funding submission and partnership for the upgrade of Marble Bar airstrip meets the objective of goal 2 and with our existing agreement with Qantas for the discount residents scheme, is Council's contribution to goal 1.

The process for the Airport Advisory Committee is to provide direct input into the strategy. It is suggested that Committee members review the strategy and provide direct feedback to the Administration. Please have your comments back to the Administration by **Monday 9 march 2020**, to enable officers to combine into a report for Council consideration at its meeting on 27 March 2020.

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil.

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

G1.1 Enhance governance capability to deliver sustainable outcomes, roads and buildings.

3: Built Environment

Connected and accessible communities.

B1 Optimise places to live, work and enjoy.

B1.2 Provide and maintain open spaces for the community to recreate and connect

RISK MANAGEMENT CONSIDERATIONS

The risk to the committee by not making a formal submission is that Council's voice regarding such a significant topic, would not be recorded or considered.

SHIRE OF EAST PILBARA
AIRPORT ADVISORY COMMITTEE MINUTES

28 FEBRUARY 2020

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple.

OFFICER & COMMITTEE RECOMMENDATION

Moved: Cr Lynette Craigie OAM, SECONDED: Cr Geraldine Parsons

That the Committee provide their comments to the Administration on the draft
WA Aviation Strategy 2020 by close of business Monday 9 March 2020.

CARRIED UNANIMOUSLY

To be actioned by Mr Ben Lewis, Executive Manager Commercial Services

**Appendix 1
Draft WA Aviation Strategy 2020**



SHIRE OF EAST PILBARA
AIRPORT ADVISORY COMMITTEE MINUTES

28 FEBRUARY 2020

DRAFT

Minister's Foreword



The Hon. Rita Saffioti MLA Minister for Transport

Access to affordable airfares is central to the liveability of our regional towns. Regional air services help reduce isolation, are essential to health services, and play a key role in supporting economic development and job creation in the regions.

Western Australia's isolation and sheer distances make aviation an integral part of our State's economic and social wellbeing.

This draft *WA Aviation Strategy 2020* (the Strategy) is a blueprint for advancing aviation in Western Australia and sets out a practical policy approach for the aviation industry in WA into the future. The McGowan Government came into office with a commitment to address community concerns about high regional airfares, and this Strategy delivers on that commitment.

Access to affordable airfares is central to the liveability of our regional towns. Regional air services help reduce isolation, are essential to health services, and play a key role in supporting economic development and job creation in the regions.

The McGowan Government recognised ongoing concern among the community about the high cost of airfares and delivered on a key commitment by initiating the Parliamentary Inquiry into Regional Airfares in 2017.

With a record number of 122 submissions, the Parliamentary Inquiry elicited a strong and clear response from the WA community who wanted action taken on airfares.

There is no single solution to reducing airfares on regional routes. This Strategy aims to balance the needs of the community, while taking into account the commercial realities of industry.

WA is supported by a substantial network of air routes; it is connected to more than 100 destinations around Australia and overseas, and serviced by 18 international and 12 domestic carriers operating out of Perth Airport.

Aviation has, and will continue to play a key role in our State's prosperity. Efficient and affordable air services are crucial not only to the community but also to the tourism and resources sectors that rely on air services to get in and out of Perth.

Aviation in WA operates in a complex environment involving airlines, airports, industry, community and all levels of government. At a State Government level, our policies and regulatory environment need to foster airfares that are affordable to those who rely on them, and we need to ensure that our airport infrastructure is fit for purpose and continues to support future growth in the aviation industry.

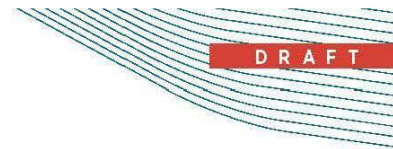
While our preference is for airlines to work with airport operators and other stakeholders to take voluntary steps to improve the affordability of regional airfares, the State has the option of taking a more interventionist approach if positive changes do not occur.

From 1 July 2019, the State Government placed new conditions on airlines that were operating on unregulated air routes, requiring them to provide data relating to airfares and service levels to the State Government and to engage with regional communities they service on a regular basis. Comprehensive airline data sets and increased engagement between airlines, airports and the community enables the State Government to make informed and data driven policy decisions.

Increased and collaborative engagement between airlines, communities, airport operators and government agencies has resulted in new and innovative airfares and air routes being introduced to WA.

SHIRE OF EAST PILBARA
AIRPORT ADVISORY COMMITTEE MINUTES

28 FEBRUARY 2020



To date this has resulted in reduced fares for 15 regional towns, including Carnarvon, Monkey Mia, Geraldton, the Northern Goldfields (Mount Magnet, Meekatharra, Wiluna, Leonora and Laverton), Broome, Exmouth, Kalgoorlie, Karratha, Port Hedland, Newman and Kununurra. Additionally, new inter-regional air services in the Pilbara (linking Karratha, Newman, Port Hedland and Broome) are being provided by a private airline with local government support as well as in the Kimberley (linking Kununurra, Kalumburu, Halls Creek and Balgo). While we are starting to see a number of positive changes help to reduce airfares and increase air routes, we know there is more to be done.

This Strategy takes into account the 13 recommendations from the Parliamentary Inquiry, and reflects the feedback collected from over 240 stakeholders and community members at the nine workshops and community drop-in sessions that were held across WA. Close consultation has also occurred between State Government agencies, airports, airlines, local governments, peak bodies and the tourism and resources sector to develop the Strategy.

The Strategy sets out four key goals of the State Government for aviation in WA which are:

- A. Affordable Airfares
- B. Connected Communities
- C. Fit for Purpose Infrastructure
- D. Informed and Future Ready

Each of the four goals have clear outcomes, approaches and actions that will be undertaken.

The WA Government will continue to partner with communities, airlines, airports, and key industry sectors to implement the Strategy. To this end, I encourage industry and individuals to review the draft *WA Aviation Strategy 2020* and provide feedback.



Plane taking off from Perth Airport. Photo: David Eyre.

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4 | WA Aviation Strategy 2020



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1. The Strategy at a Glance

The draft *WA Aviation Strategy 2020* (the Strategy) is a blueprint for advancing aviation in Western Australia to support and promote the State's economic and social development. The Strategy also builds and responds to the recommendations of the Parliamentary Inquiry into Regional Airfares.

It supports whole-of-Government priorities relating to a **strong economy, regional prosperity, and aboriginal wellbeing**.

The Strategy has four main goals with respect to Regular Public Transport (RPT) and associated airport infrastructure as outlined below:

- | | |
|----|--------------------------------|
| A. | Affordable Airfares |
| B. | Connected Communities |
| C. | Fit for Purpose Infrastructure |
| D. | Informed and Future Ready |

For each goal, the Strategy sets out the State Government's desired **Outcomes**, the overall **Approach** to deliver those outcomes, and the specific **Actions** that will be undertaken to achieve these goals.

Table 1 provides an overview of the Strategy's goals, outcomes and approach at a glance.

In addition to the core actions identified in the Strategy, other ongoing actions have been identified to support the Strategy's goals and outcomes, including:

- » **Ongoing engagement** between State Government agencies, airlines, airports, resources companies, the tourism industry and key community groups to identify opportunities to:

- reduce the cost of airfares;
- minimise increases in airport fees and charges;
- identify, promote and adopt innovative approaches to air services that can both help sustain affordable airfares on existing routes and develop new routes to bring about greater connectivity;
- educate the community about the costs of air travel and opportunities to access reduced price airfares through sales, community fares, and government subsidy programs; and
- support the creation of jobs, economic growth and the diversification of the WA economy.

- » **Collaboration** between State and Commonwealth Government agencies to ensure a consistent approach to the assessment of airport infrastructure grant applications, information sharing and an agreed approach to major aviation initiatives which impact WA.
- » **Review and enhancement** of existing regulations, licensing and tender processes, programs and initiatives, such as the Regional Airports Development Scheme, to ensure the most appropriate allocation of limited funds.
- » **Education** of small to medium sized RPT airport operators (on best practice airport asset management), and airlines (on community needs and opportunities).
- » **Monitoring** of new technologies, Government inquiries, trends and legislative changes to identify impacts on the Western Australian aviation industry.

SHIRE OF EAST PILBARA
AIRPORT ADVISORY COMMITTEE MINUTES

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» Table 1: WA Aviation Strategy 2020 – At a Glance

Goals	 A. Affordable Airfares	 B. Connected Communities	 C. Fit for Purpose Infrastructure	 D. Informed and Future Ready
	↓	↓	↓	↓
Approach	Airlines, airport operators, industry, community groups and government agencies to work together to identify collaborative and innovative approaches to delivering lower airfares Where voluntary actions by airlines are not sufficient, the State Government may intervene through increased regulation	Airlines, airport operators, industry and community groups, and government agencies will work together to identify collaborative and innovative approaches to delivering better access to existing routes and new air routes where viable Where voluntary measures are not sufficient, the State Government may intervene through increased regulation	Airport operators engage with airlines, local and state governments, the resources and tourism industries, and other stakeholders to forecast demand, plan for the future, and deliver infrastructure in a timely, cost-effective way The State Government engages with stakeholders to plan future airports.	Relevant data is collected, analysed and presented in a way that enables government, airlines, airport operators, industry and the community to understand trends, forecast accurately, and make timely, informed decisions The State Government and the aviation industry work together to identify training needs and resources for the future, in consultation with the Commonwealth Government
	↓	↓	↓	↓
Outcomes	Regional communities have access to affordable airfares, with affordability measured through community surveys Flights are a viable option for tourists and visitors to regional WA	More regional communities have access to air services Air routes support WA's diverse economy, including the resources and tourism sectors	Infrastructure at metropolitan and regional airports is planned and delivered in time to meet demand Long-term plans are in place for future airports servicing Perth and regional WA	Regulation, plans and decisions are data-driven The appropriate skills and training are available to support the aviation industry

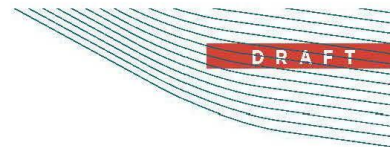
» **Charter Air Services** - While this Strategy primarily focuses on RPT air services for the community, it also takes into account charter air services in WA (refer to Section 4.3: Charter Policy).

WA Aviation Strategy 2020 | 7



SHIRE OF EAST PILBARA
AIRPORT ADVISORY COMMITTEE MINUTES

28 FEBRUARY 2020



To achieve the vision and outcomes for Western Australians, the State Government will engage with communities, airlines, airports, and key industry sectors to implement the Strategy.

In *Our Priorities: Sharing Prosperity*, the WA Government has identified whole-of-Government priorities to deliver better outcomes for all Western Australians.¹ Achieving the State Government's vision for aviation in WA contributes to achieving three of its key priorities:

- » **A strong economy:** by facilitating tourism and servicing the resources sector, aviation plays a critical role in supporting and strengthening WA's economy.
- » **Regional prosperity:** by continuously improving the accessibility and affordability of air services to regional communities, improves liveability and fosters regional economic and social development.
- » **Aboriginal wellbeing:** by supporting access to remote aboriginal communities through improved airport infrastructure and air service delivery.



Royal Flying Doctor Service provides critical medical services to regional WA. Credit: RFDS Western Operations.



Passenger arrivals at Kalgoorlie Airport. Photo: David Eyre.

To achieve the vision and outcomes for Western Australians, the State Government will engage with communities, airlines, airports, and key industry sectors to implement the Strategy.

¹ *Our Priorities: Sharing Prosperity*, Government of Western Australia, February 2019



Public consultation workshops were held in nine regional communities, including Geraldton.

DRAFT

3. Why do we need a Strategy?

Western Australia covers nearly one-third of Australia, the vast land mass of WA means aviation plays a critical role within the state. As the world's most isolated capital city, Perth is heavily dependent on aviation linkages for its current and future prosperity. WA is home to around 2.6 million people, of which approximately 2.1 million live in Perth, and 0.5 million live throughout the rest of the State.²

Perth Airport is the primary WA gateway for interstate and international travellers, as well as fly-in, fly-out (FIFO) workforces to regional areas. In 2018-19, nearly 14 million passenger movements, including around four million international passengers were handled through Perth Airport.³

Aviation in WA operates in a complex environment involving airlines, airports, industry, communities, and all levels of government. There are a number of key drivers for this Strategy and challenges facing the aviation sector including:

Drivers

- » The WA Parliament's Economics and Industry Standing Committee report, *Perceptions and Realities of Regional Airfare Prices in Western Australia*, released in November 2017, provided 13 recommendations to address community concerns about the high cost of airfares in regional WA.⁴
- » Western Australia's Economic Development Framework, *Diversify WA*, sets out a vision for a strong and diversified economy.⁵ This Strategy supports that vision by providing access to WA's regions for a range of priority sectors and is essential to helping WA grow its popularity as a tourist destination.

- » As most of the recommendations from the *State Aviation Strategy 2015* have been addressed, an up-to-date strategy is required to reflect the State Government's current priorities and present-day market conditions.

Challenges

- » Air services are critical to the economic and social development of communities and are affected by many factors. Services are susceptible to volatility in the resources sector, changes in aviation fuel prices, higher costs of regional operations and passenger demand fluctuations. Changing trends in aircraft fleet and technology also impact on the growth of air services.
- » Many intrastate air services rely on resource companies to be viable. Resource companies transport their FIFO workforce to the nearest Regular Public Transport (RPT) airport or use chartered aircraft to transport their workforce directly to remote mine sites. Most charter flights are not accessible to the local community and, if not managed effectively, can impact on the viability of nearby RPT services and local economies.

² *Catalogue Number 3218.0 – Regional Population Growth, Australia, 2017-18*, Australian Bureau of Statistics, 27 March 2019, retrieved 7 October 2019

³ *Airport Statistics*, Perth Airport website, Perth Airport Pty Ltd, retrieved 7 October 2019

⁴ [http://www.parliament.wa.gov.au/Parliament/commit.nst/\(InqByName\)/Inquiry+into+regional+airfares+in+Western+Australia](http://www.parliament.wa.gov.au/Parliament/commit.nst/(InqByName)/Inquiry+into+regional+airfares+in+Western+Australia)

⁵ <https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Diversify-WA/Pages/default.aspx>

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- » Airport infrastructure needs to handle passenger demand efficiently on all parts of the aviation network. Given the volatility in demand for air services associated with the resource sector, aircraft may be upsized or downsized to meet demand, and regional airports need to be able to effectively plan and deliver infrastructure that accommodates such volatility where possible.
- » As Perth Airport is the hub for most of Western Australia's intrastate, interstate and international air services, any shortfall in infrastructure capacity can impact the entire network. Ultimately the efficiency of the State's

aviation network is dependent on Perth Airport having a good understanding of projected demand and being able to plan and deliver infrastructure in a timely manner, and striving to be fit for purpose at all times.

- » Making sound and timely aviation policy and planning decisions requires robust data and accurate forecasting.
- » The aviation sector and related industries need access to workforces with the appropriate skills and training to meet demand now and into the future.



RADS signage at Prenti Downs Airstrip.



FIFO workers disembarking the plane.



Patient transfer onto Royal Flying Doctor Service. Photo credit: RFDS Western Operations.

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4. Regulation and Policy for Air Services

4.1. Types of Air Services

In Western Australia there are two types of air services:

- » RPT air services which are accessible to the general public; and
- » Charter air services which support the resources sector.

From a geographical perspective, RPT air services can be:

- » **Intra-regional and inter-regional air services** that connect regional centres within WA;
- » **Intrastate air services** connect Perth and regional centres, as well as many private airstrips within the boundaries of WA;
- » **Interstate air services** - RPT air services and air routes between Western Australia and/or other Australian States or Territories (e.g. connecting Perth, Kununurra, Broome, Port Hedland, Busselton and Kalgoorlie to other states in Australia, as well as Cocos-Keeling Islands and Christmas Island); and
- » **International air services** - RPT air services between Western Australia and overseas destinations outside of the boundaries of Australia (e.g. linking Perth, Broome and Port Hedland to destinations overseas).

4.2. Regulatory Options for Regular Public Transport Air Services

Under the *Transport Coordination Act 1966 (the Act)* and the *Transport Coordination Regulations 1985*, the Minister for Transport has the authority to issue aircraft licences for up to five years to airlines operating within the State or connecting regional towns with destinations in other states for commercial purposes. The purpose of the Act is to ensure Western Australians are provided with reliable, efficient and economic transport services, and to provide greater certainty for air services to regional communities.

↑ Regulatory options ↓	Unregulated » Open to competition » No aircraft licence conditions
	Lightly regulated » Open to competition » Aircraft licence conditions
	Fully regulated » Tendered by Government » Monopoly or subsidised routes » Conditions imposed under deeds of agreement

In fulfilling the role as a regulator of RPT air services and acting in the public interest, the State Government can choose the level of regulation that best suits market conditions.

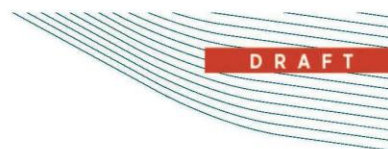
4.3. Charter Policy

The WA Government can regulate charter air services, balancing the needs of regional communities and the resources industry. The Charter Policy, which is developed and managed by the Department of Transport, seeks to balance both the needs of regional communities and the needs of the resources industry. In this context, the objectives of the Charter Policy are to:

- » ensure charters do not detract from the viability of RPT services on marginal RPT air routes in regional Western Australia;
- » reduce the impact of charters on existing RPT air services in terms of airfare affordability and service frequency; and
- » adopt a transparent approach to charters on a route-by-route basis.

The Charter Policy will be reviewed ensuring the policy objectives consider any impact of charters on the affordability and frequency of existing RPT air services.

Airlines will be engaged during the review of the Charter Policy in 2020. The revised policy will be submitted to Government for approval.



4.4. Policy Framework for Regular Public Transport Routes

The policy framework for potential government intervention and regulatory changes are outlined in Table 2. Future regulatory decisions will be based on the State Government's assessment of feedback received through engagement with community and business stakeholders, results from community perception surveys, data received from airlines and through analysis of data publicly available on airline websites. The State Government may choose not to regulate routes where airline performance meets community needs. Figure 1 provides an overview of all RPT routes in WA.

Table 2: Policy Framework for Government Intervention on Regular Public Transport Routes

No.	Route Market Type	Characteristics	Type of State Government Intervention	Regulatory Tool and Rationale for State Government Intervention
1	Duopoly	» Two airlines operate RPT air services » No State regulatory barriers to new carriers	Lightly regulated	Aircraft licence conditions for: » community engagement » data provision Application of this tool provides for both quantitative and qualitative assessment of route performance, which in turn assists with better informed decision making.
2	Monopoly (underpinned by the resources sector)	» One airline operates RPT air services » No State regulatory barriers to new carriers » Services underwritten by one or more major resource companies » Examples: Paraburdoo, Onslow routes	Lightly regulated	Aircraft licence conditions for: » community engagement » data provision Application of this tool provides for both quantitative and qualitative assessment of route performance which in turn assists with better informed decision making.
3	Monopoly (other)	» One airline operates RPT air services » No State regulatory barriers to new carriers » Services dependent on a range of types of demand	Lightly regulated	Aircraft licence conditions for: » community engagement » data provision Application of this tool provides for both quantitative and qualitative assessment of route performance which in turn assists with better informed decision making.

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No.	Route Market Type	Characteristics	Type of State Government Intervention	Regulatory Tool and Rationale for State Government Intervention
4	Monopoly (marginal but commercially sustainable)	» Government tenders RPT air route » Airline competition at point of tender only » Government awards exclusive monopoly rights of operation and enters into a deed of agreement with a single operator	Fully regulated	Deed of agreement governing: » aircraft » route » service levels » pricing / airfares including maximum capped airfare » data provision » community engagement This tool ensures the community has access to an adequate level of RPT air services.
5	Monopoly (subsidised)	» Government tenders RPT air route » Airline competition at point of tender only » Government awards exclusive monopoly rights of operation and enters into a deed of agreement with a single operator » Subsidy provided to operator » Example: Kununurra-Halls Creek-Balgo route	Fully regulated	Deed of agreement governing: » aircraft » route » service levels » pricing / airfares including maximum capped airfare » data provision » community engagement » operating subsidy This tool ensures the community has access to an adequate level of RPT air services.

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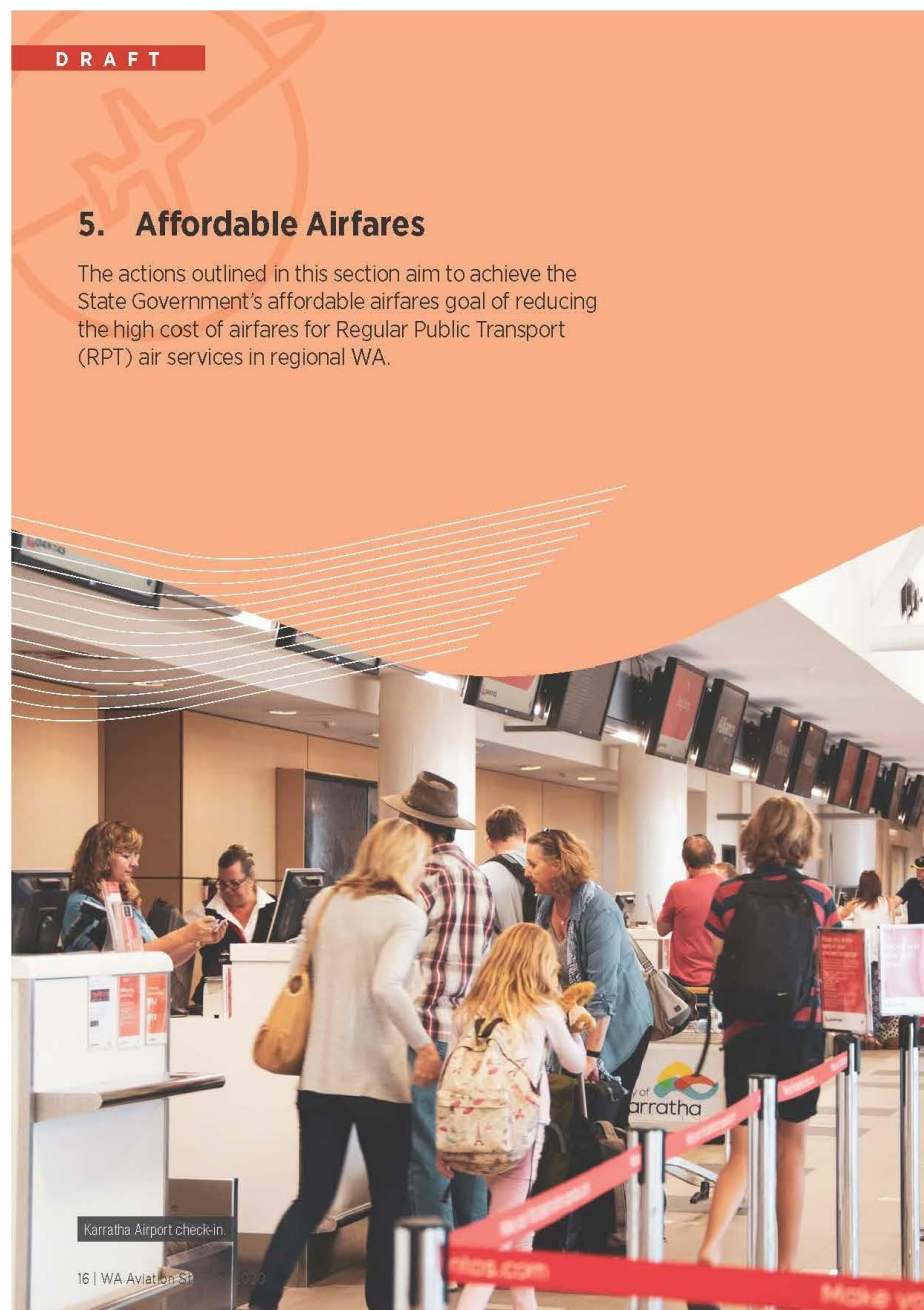
Legend

- RPT Airport
- Regional Boundary
- Airnorth
- Airnorth (Seasonal)
- Airlink
- Qantas
- Qantas and Virgin
- Rex
- Skippers
- Virgin

*RPT = Regular Public Transport
Due to scale, symbology is diagrammatic.*

The map shows Western Australia with its regional boundaries and major cities. The regions are labeled: Kimberley, Pilbara, Midwest, Goldfields Esperance, Wheatbelt, Great Southern, and South West. Major cities marked with an 'X' in a circle include Perth, Broome, Kunming, Albany, Esperance, Kalgoorlie, Leonora, Laverton, Mount Magnet, Wiluna, Muskharra, Newman, Paraburdoo, Port Hedland, Karratha, Onslow, Exmouth, Camarvon, Monkey Mia, Geraldton, and Halls Creek. The map also shows the Indian Ocean to the west and the South Australia border to the east. A scale bar (0 to 200km) and a north arrow are in the bottom right corner.

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5.1. At a Glance

Goal A	Affordable Airfares
Outcomes	» Regional communities have access to affordable airfares, with affordability measured through community surveys and other information, as may be appropriate » Flights are a viable option for tourists and visitors to regional WA
Approach	» Airlines, airport operators, industry, community groups and government agencies to work together to identify collaborative and innovative approaches to delivering lower airfares » Where voluntary actions by airlines are not sufficient, the State Government may intervene through increased regulation
Actions  Progress to date	A1. Fares have reduced to many regional destinations A2. The State Government regulates marginal, monopoly air routes, including setting maximum airfare prices on fully regulated routes A3. From 1 July 2019, airlines operating RPT services on previously unregulated routes in WA became subject to licence conditions which require them to provide data to the State Government and to regularly engage with the regional communities they service A4. The State Government provides travel subsidies for vulnerable groups
 Priorities	A5. The State Government to identify and investigate the potential for trials that support lower airfares in regional WA A6. Airlines to engage regularly in the regions with airport operators, community groups and other stakeholders, to explain cost drivers, route dynamics and service requirements, listen to feedback, and consider new and innovative solutions (<i>per licence conditions – refer A3</i>) A7. Airlines to work with regional airport operators and other stakeholders to identify opportunities to cap airfares A8. The State Government to regularly measure community sentiment towards the cost of regional airfares via community surveys
 Future actions	A9. The State Government to review regulatory settings in light of voluntary responses from airlines to the Parliamentary Inquiry – if satisfactory measures have not been introduced voluntarily, it will take a more interventionist approach to air routes that are presently lightly regulated

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5.2. Affordable Airfares – Context

In regional WA the affordability of airfares directly impacts on the liveability of the regions and, by extension, regional economic and social prosperity. Access to affordable airfares helps to reduce social isolation, ensures access to essential health services, and supports regional businesses by reducing travel costs; encouraging tourism and customers to regional centres.

The costs associated with operating safe, reliable air services are reflected in the price of airfares. Airfares consist of many components:

- » the base airfare (including aircraft, staff, fuel);
- » ancillary airline charges (which include items such as advanced seat selection, baggage fees, meals);
- » airport charges (including passenger service charges, landing fees and security screening charges); and
- » Government taxes and charges (including GST on domestic airfares and the \$60 departure tax on international flights).

On occasion there may be other charges, such as fuel surcharges when fuel prices are high, and peak pricing at airports to manage aircraft time slots during periods of high demand. Flight distance, frequency and demand for services also affect airfare prices.

5.3. Progress to Date

There are a number of actions in place to improve the affordability of regional airfares, or that have been introduced in parallel with the development of this Strategy.

A1. Fares have reduced to many regional destinations

The 2017 Parliamentary Inquiry into Regional Airfares made 13 recommendations aimed at reducing airfares and improving regional air services across the State.

On the regulated air routes, the process of responding to community concerns about high airfares commenced in 2016. Regional Express (Rex) introduced \$129 one-way Community Airfares for Albany and Esperance, providing discounted airfares for local residents, which has led to record levels of demand on both routes.

Since the Parliamentary Inquiry and the more recent community workshops held in 2019, other airlines have followed suit, introducing discounted community fares and other airfare benefits for regional residents and visitors.

In 2019, the Department of Transport held nine workshops in regional communities serviced by previously unregulated air routes, including Broome, Geraldton, Kalgoorlie, Karratha, Kununurra, Newman, Onslow, Paraburdoo and Port Hedland. The community engagement process through the community workshops was particularly important in identifying future options to improve fare affordability. The workshops were designed to identify the key challenges faced on each route, and to generate ideas for making airfares more affordable to regional communities. The workshops were attended by airlines, local government and private airport operators, small businesses, the resources and tourism sectors, relevant State Government agencies, and community groups.

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Tourism WA has been partnering with airlines to promote tourism growth in key regional centres through the introduction of lower airfare trials. The trials allow tourists and local residents to access lower weekend airfares to/from Broome and Exmouth. Drawing a greater number of tourists to the regions, is intended to stimulate local economies and encourage investment in the regions. The lower airfare trials will be assessed and, if successful, may be extended.

These new initiatives have improved the affordability of airfares on 15 routes in WA, including:

Introduced	Airfare Initiative*
2017 November	Qantas Resident Fare Program, providing up to 20 per cent discount for Broome, Kalgoorlie, Karratha, Newman, Paraburdoo and Port Hedland residents
2018 July	Rex Community Airfares to Monkey Mia (\$157) and Carnarvon (\$199)
August	Trial Qantas/Tourism WA Broome Affordable Airfares (\$179 off peak/\$199 peak) funded to August 2020
September	Skippers Community and Standby Airfares for Northern Goldfields residents (\$227 to \$253)
November	Qantas extends their Resident Fare Program to 20-30 per cent discount on up to 12 return trips per year
2019 June	Trial Qantas/Tourism WA Exmouth Affordable Airfares (\$169) funded to 30 September 2019
June	Qantas removes \$99 change fees for flights purchased through the Resident Fare Program
July	Virgin introduces discounted fares to Kalgoorlie, Karratha, Port Hedland, Newman, Broome and Kununurra
August	Qantas reduces fares to Geraldton
August	Qantas introduces a maximum fare (or 'cap') of approximately \$400 (\$800 return) under the Resident Fare Program for residents of Kalgoorlie and Karratha
September	Qantas introduces a maximum fare (or 'cap') of approximately \$400 (\$800 return) under the Resident Fare Program for residents of Newman
November	Qantas introduces a maximum fare (or 'cap') of approximately \$400 (\$800 return) under the Resident Fare Program for residents of Broome, Paraburdoo and Port Hedland
December	Trial Qantas/Tourism WA Exmouth Affordable Airfares (\$169) funded to October 2020

*Airfare price is one-way inclusive of fees, charges and GST.

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A2. The State Government regulates marginal, monopoly air routes, including setting maximum airfare prices on fully regulated routes

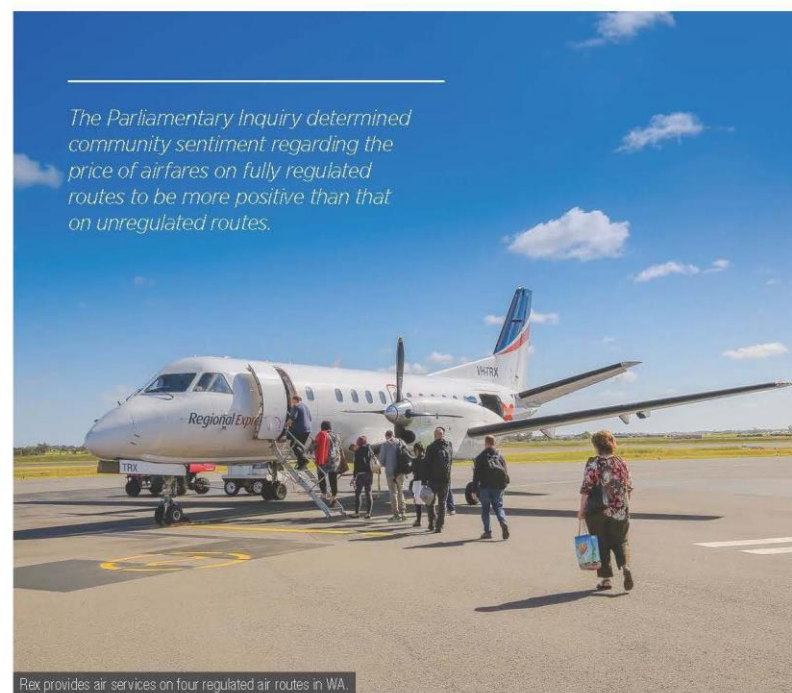
The State Government continues to regulate marginal air routes where demand for RPT air services is so low that it is only possible for an airline to operate in a protected monopoly market (refer Figure 2).

WA's lowest passenger volume air routes (including Albany, Carnarvon, Esperance,

Monkey Mia, the Northern Goldfields, and some Kimberley routes) are put out to tender by the State Government for a fixed term, typically five-year contracts to ensure these communities have adequate access to air services.

The terms and conditions of operations on these routes (including maximum and discounted airfare prices) are negotiated between the airline and the State Government, and documented in deeds of agreement.

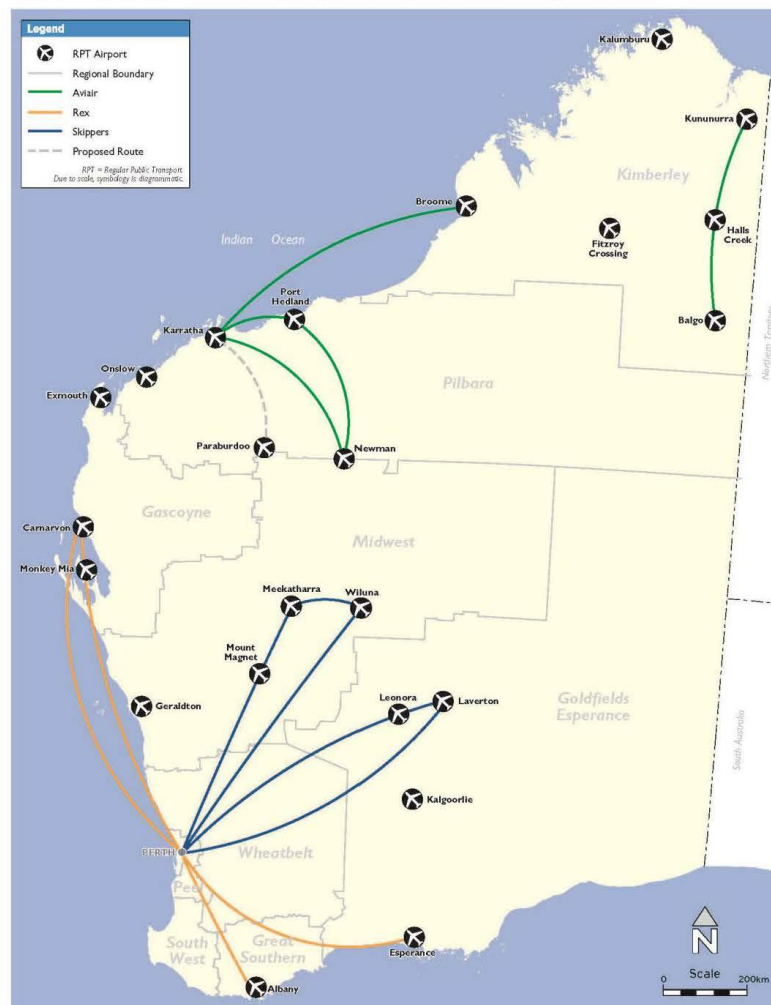
The Parliamentary Inquiry determined community sentiment regarding the price of airfares on fully regulated routes to be more positive than that on unregulated routes.



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Figure 2: Western Australia's Fully Regulated Regular Public Transport Air Routes



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A3. From 1 July 2019, airlines operating RPT services on previously unregulated routes in WA became subject to licence conditions which require them to provide data to the State Government and to regularly engage with the regional communities they service

The Parliamentary Inquiry recommendations focused on airfares on unregulated air routes where community concern was highest. In response to recommendations 5 and 7 of the Inquiry new licensing conditions were introduced from 1 July 2019 requiring airlines operating on previously unregulated routes to:

- » provide data to the State Government relating to service levels and airfare prices on a quarterly basis; and
- » engage with the regional communities they service on a regular basis.

See Action D2 in Section 8: Informed and Future Ready for more information on airline data requirements.

These new conditions, reflecting light regulation, are aimed at improving airlines' understanding of and responsiveness to the needs of WA's regional communities, and enables the State Government to make evidence-based decisions regarding the State's aviation policy and regulation. Figure 3 provides a map of WA's lightly regulated air routes.

A4. The State Government provides travel subsidies for vulnerable groups

The State Government provides reduced cost air travel on a targeted basis through the Pensioner Annual Free Trip Scheme and the Student Subsidised Travel Scheme.

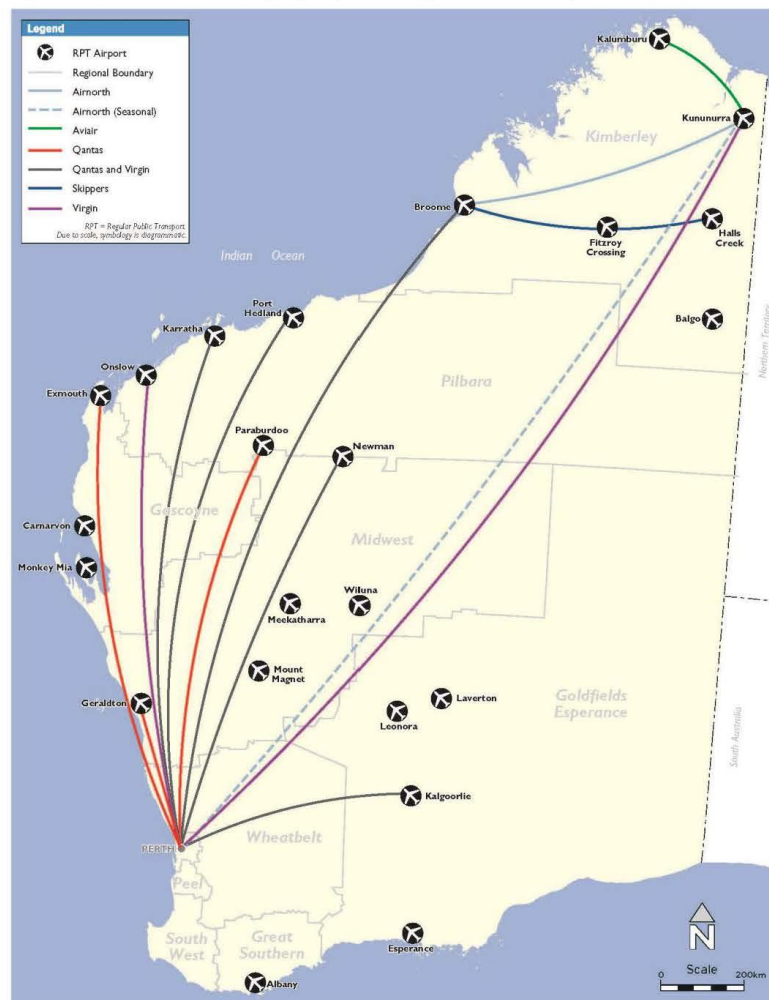


Shark Bay received PADS funding to upgrade the airport to allow larger planes to land.

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Figure 3: Western Australia's Lightly Regulated Regular Public Transport Air Routes



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5.4. Priorities

While a range of initiatives have already been introduced, more needs to be done to improve the affordability of airfares in regional WA. This requires action by State, Commonwealth and local governments, airlines, airport operators and the resources and tourism sectors. The State Government's priorities for action are outlined below.

A5. The State Government to identify and investigate the potential for trials that support lower airfares in regional WA

The focus of the trials will be on opportunities that will lower airfares, and create a commercial environment that will sustain lower airfares on an ongoing basis without continued government subsidisation.

Experience from fully regulated air routes such as Albany, Esperance, Monkey Mia and Carnarvon has shown that the meaningful lowering of airfares can increase demand in a commercially sustainable manner.

A6. Airlines to engage regularly in the regions with airport operators, community groups and other stakeholders, to explain cost drivers, route dynamics and service requirements, listen to feedback, and consider new and innovative solutions (as per licence conditions – refer to Action 3)

In accordance with the new licence conditions introduced from 1 July 2019, airlines operating on previously unregulated routes in regional WA are now required to engage with the regional communities they service on a regular basis (refer to Action A3).

While a range of initiatives have already been introduced, more needs to be done to improve the affordability of airfares in regional WA. This requires action by State, Commonwealth and local governments, airlines, airport operators and the resources and tourism sectors.

Airlines are expected to participate in consultation meetings during the year, which will be chaired by the Department of Transport (as advised by the State Government, according to the needs of each individual route).

The public consultation workshops held in 2019 led to an improved understanding of community concerns among the airlines, and contributed to new airfare initiatives being introduced (refer to Action A3). The expectation is that ongoing consultation between airlines and the regional communities they service will continue to enhance communication and understanding, leading to ongoing improvements in affordable airfares.

A7. Airlines to work with regional airport operators and other stakeholders to identify opportunities to cap airfares

Between August 2019 and November 2019, Qantas introduced capped resident airfares to Broome, Kalbarrie, Karratha, Paraburdoo, Port Hedland and Newman (refer to Action A1). Capping airfares provides certainty to local residents on the cost of travel.

The State Government encourages airlines to work with local airport operators and other stakeholders around WA to identify opportunities to cap airfares at an affordable maximum price for local residents.

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A8. The State Government to regularly measure community sentiment towards the cost of regional airfares via community surveys

The 2017 Parliamentary Inquiry identified significant differences between community sentiment on previously unregulated and fully regulated routes. The most significant community concerns were on the unregulated routes. To address affordability concerns on these routes, the WA Government is taking a series of steps to monitor the response of airlines, airport operators and others in response to the Inquiry, including requiring more data to be provided regarding airfare prices (*refer to Action D2 in Section 8: Informed and Future Ready*). This has resulted in the unregulated air routes now being lightly regulated by the State Government.

The State will monitor changes in community sentiment towards the cost of regional airfares via regular (biennial) community surveys. Along with the other data collected, the survey information will be used to inform whether the State Government needs to adjust its regulatory approach on some or all regional air routes (*refer to Action A9*).

The State Government encourages airlines to work with local airport operators and other stakeholders around WA to identify opportunities to cap airfares at an affordable maximum price for local residents.

5.5. Future Actions

A9. The State Government to review regulatory settings in light of voluntary responses from airlines to the Parliamentary Inquiry – if satisfactory measures have not been introduced voluntarily, it will take a more interventionist approach to air routes that are presently lightly regulated

As part of the response to the recommendations of the Parliamentary Inquiry, the State Government has intervened on certain regional air routes in WA. The Department of Transport has placed licence conditions on airlines for data reporting and community engagement effective from 1 July 2019 (*refer to Action A3*).

The State Government's preference is for airlines, airport operators and other stakeholders to take voluntary steps to improve the affordability of regional airfares. However, if voluntary actions are not sufficient or timely, the State Government could take a more interventionist approach to regulation, which may include additional conditions being placed on aircraft licences or fully regulating additional routes.

Regulatory decisions will be based on the State Government's assessment of feedback received through consultation with community and business stakeholders, results from community perception surveys (*refer to Action A8*), data received from airlines and through extracting and analysing airline website data (*refer to Section 8: Informed and Future Ready*). The State will give particular consideration to increasing the level of regulation or tendering regional routes that are serviced by a sole operator (i.e. monopoly routes) or where airline competition occurs only seasonally.

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6. Connected Communities

WA is a vast state that relies on air services to connect the communities within our borders, to connect WA with the rest of Australia and the world, and to bring visitors to WA. The actions aimed at achieving the State Government's Connected Communities goal are focussed on delivering accessible air services, which includes capacity, routing and scheduling, and identifying new air routes.



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6.1. At a Glance

Goal B	Connected Communities
Outcomes	» More regional communities have access to air services » Air routes support WA's diverse economy, including the resources and tourism sectors
Approach	» Airlines, airport operators, industry and community groups, and government agencies will work together to identify collaborative and innovative approaches to delivering better access to existing routes and new air routes where viable » Where voluntary measures are not sufficient, the State Government will intervene through increased regulation
Actions  Progress to date	- B1. Airlines, airport operators and government agencies have been working together to introduce new and innovative air routes servicing regional WA - B2. The State Government fully regulates marginal, monopoly air routes to secure cost-effective services for low-demand regional centres - B3. The State Government provides subsidies on selected air routes to support social and health outcomes in remote communities (Balgo-Halls Creek-Kununurra) - B4. Air routes dependent on primary demand from a single sector (resources, health) are underwritten by the main beneficiary
Priorities 	- B5. Airlines, airport operators and government agencies to collaborate on attracting and growing the number of international, interstate and intrastate passengers to Perth and regional WA through expanded capacity on existing routes, strong trade relationships, tactical marketing and establishing new air routes - B6. The Department of Transport to review its tender design for fully regulated routes, to ensure that air services are most effectively delivered to regional communities

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6.2. Connected Communities – Context

Having a range of air services with underlying strong demand, and connecting both into and within WA, is essential to support the State's economy and to ensure people living in regional areas have access to sustainable, safe and reliable air services.

In Western Australia, the dominant demand for air services on most regional RPT air routes is from business passengers (including the resources industry). WA is unique in that air operations have largely grown as a result of FIFO workforce from the resources industry particularly in the Pilbara and northern Goldfields regions. Without the demand generated by the resources sector, some small regional towns in WA would not have an RPT air service.

Western Australian travellers are connected to more than 100 destinations around Australia and overseas, and are served by 18 international and 12 domestic carriers operating to Perth Airport (refer to Figure 4 illustrating regional Western Australian interstate and international connections).

WA's tourism sector is highly dependent on air services, with more than 93 per cent of all international and domestic visitors to Western Australia arriving by air.⁶ The direct non-stop service from Perth to London has reported a very high average load factor of 94 per cent in the first year of operation, bringing more tourists to WA.⁷ There has been increases in the number of direct flights to China, Hong Kong, New Zealand and Malaysia. Direct services to Japan were introduced in September 2019.

Opportunities for direct services to India and Europe are being considered. Port Hedland has an international direct flight with Indonesia, and there have been trial flights between Broome and Singapore. These opportunities will improve direct travel to and from Perth, cutting down flight times and improving connectivity to and from international destinations.

There is a growing willingness and desire in the regions to actively seek out new opportunities to improve access to state, interstate and international destinations. Regional communities are actively looking at ways to make regional air travel more affordable for residents and tourists. Regional aviation infrastructure and services development requires a collaborative and innovative approach across all stakeholders.

Direct connections between regional centres, as seen in the Pilbara, northern Goldfields and Kimberley, allow regional residents to travel within WA without having to connect through Perth.

Expansion of new routes to interstate and international destinations may require significant upgrades to aerodromes to ensure they meet standards, which must be taken into account.

Fully regulated and subsidised air services ensure that communities with low levels of passenger demand support a minimum level essential air services.

Setting minimum standards for aviation infrastructure at regional communities allows services to be provided by general aviation operations such as aeromedical and emergency service operations.

⁶ Tourism WA Strategy and Research, YE 2018

⁷ Media Release: One Year Later: Perth-London exceeds expectations...and speed records, Qantas Airways Ltd, 26 March 2019



Figure 4: Connecting WA - International and Interstate Air Routes



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6.3. Progress to Date

A number of actions are already underway to improve the accessibility of air services for regional communities and to support the resources sector and tourism, particularly in regional WA.

B1. Airlines, airport operators and government agencies have been working together to introduce new and innovative air routes servicing regional WA

A key challenge for regional communities is accessing other regional centres by air. To move around the regions using RPT air services, travellers typically must first fly to Perth and then connect with a flight to another regional centre. This creates inefficiencies, particularly for travel between regional centres in the Pilbara and Kimberley, which requires new approaches to be developed.

Below outlines initiatives that are helping improve connectivity between regional centres.

Introduced	Initiative
May 2019	The WA Government announced a trial for a new seasonal service between Kununurra and Melbourne, to be operated by Alliance Airlines. This was achieved through the collaborative efforts of the Shire of Wyndham-East Kimberley, East Kimberley Marketing Group, Tourism WA and Alliance Airlines. The new flights are due to commence in May 2020, with financial contributions from the local tourism and business community and the WA Government. With up to three return flights a week operating between May and August 2020, the flights aim to stimulate tourism from the east coast and create new opportunities for Kimberley communities.
August 2019	New inter-regional and intra-regional RPT air services were established connecting the towns of Karratha, Newman, Port Hedland, and Broome in the Pilbara and Kimberley regions. The City of Karratha and the Shire of East Pilbara worked collaboratively to establish the route, with assistance from the Department of Transport to complete an open and competitive tender process. The State Government regulates these air routes by giving exclusive monopoly rights to a single airline and by monitoring the performance of the RPT air services.
October 2019	The WA Government announced a new route between Busselton-Margaret River Airport and Melbourne, operated by Jetstar. The new service will consist of three return flights a week due to commence in March 2020. This is intended to stimulate tourism demand to the broader Margaret River region. The Jetstar service represents the first ever low-cost carrier service to operate into regional Western Australia.

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B2. The State Government fully regulates marginal, monopoly air routes to secure cost-effective services for low-demand regional centres

The State Government continues to regulate marginal air routes where demand for RPT air services is so low that it is only possible for an airline to operate in a protected monopoly market (see *Action A2 in Section 5: Affordable Airfares*).

Without significant regulation on these marginal routes, it is likely that communities in Albany, Carnarvon, Esperance, Monkey Mia, and the Northern Goldfields would not have reliable connections to Perth. The regulation of these routes also enables smaller airlines, such as Rex and Skippers, to offer more affordable community and standby fares that would not be possible without a protected monopoly.

B3. The State Government provides subsidies on selected air routes to support social and health outcomes in remote communities (Balgo-Halls Creek-Kununurra)

In 2018, the Department of Transport provided a \$500,000 per year subsidy for an initial two years to establish the Balgo-Halls Creek-Kununurra air route in the Kimberley, which provides essential connections to health and other services for these remote communities. The subsidy enabled the route to be established and tested, to determine levels of community demand on this route.

B4. Air routes dependent on primary demand from a single sector (resources, health) are underwritten by the main beneficiary

Air services on some routes are heavily dependent on travellers from a single sector to remain viable. This is most commonly routes dependent on FIFO workers from the resources sector, but also includes other sectors. The Broome-Fitzroy Crossing-Halls Creek route, for example, is underwritten by the Department of Health.

Where a single sector underwrites an air route, there are opportunities for local residents to benefit from access to flights at prices that would be unsustainable if the service was provided on public demand alone.

Examples include:

- » Chevron Australia, in conjunction with Virgin Australia, offers a discounted airfare available to all travellers on the Onslow-Perth route. The Onslow RPT air services are underwritten by Chevron, and the discounted airfare was established following a tender process and collaboration with Virgin Australia.
- » Similarly, support from the gold mining company Ramelius Resources, in conjunction with Skippers Aviation, enables improved community access for Mount Magnet travellers. Despite marginal passenger demand, the Mount Magnet community has access to two direct flights per week to Perth in addition to the indirect services (linking with Wiluna and Meekatharra) provided under a deed of agreement with the State Government.

These examples underscore the important role that the resources sector can play in connecting communities and generating affordable airfares in regional WA.

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6.4. Priorities

While there has been good progress, there are more opportunities to improve connections to and throughout WA. The State Government's priorities for action are outlined below.

B5. Airlines, airport operators and government agencies to collaborate on attracting and growing the number of international, interstate and intrastate passengers to Perth and regional WA through expanded capacity on existing routes, strong trade relationships, tactical marketing and establishing new air routes

To stimulate inbound tourism growth through improved aviation access, the State Government will:

- » seek to increase aviation capacity from mainland China by way of building on the existing direct Guangzhou-Perth route, as well as explore further direct routes and secure an ongoing Shanghai-Perth air service;
- » continue to seek opportunities to improve accessibility and lower air fares for regional aviation travel within Western Australia, and seek further opportunities for low cost carriers in the longer term;
- » continue to work with mining companies to explore further opportunities to provide improved services and reduced airfares;
- » investigate opportunities for direct routes from India and other priority markets, positioning Western Australia as the western gateway to Australia;
- » seek opportunities to secure ongoing services between Singapore and Broome; and
- » reignite interest from the east coast market

through strong trade relationships and tactical advertising, a world-class event strategy, and the development of demand-driven visitor experiences.

B6. The Department of Transport to review its tender design for fully regulated routes, to ensure that air services are most effectively delivered to regional communities

To achieve better outcomes for neighbouring communities, including intra-regional air services that avoid the need to travel via Perth, and more cost-effective opportunities for airlines, the Department of Transport has combined fully regulated air routes into single tender packages. Examples include the Skippers Aviation operated Northern Goldfields routes (servicing Laverton, Leonora, Meekatharra, Mount Magnet and Wiluna), and the Rex operated Monkey Mia-Carnarvon route.

The Department of Transport will continue to identify opportunities to combine destinations on fully regulated routes, particularly where it promotes connections to communities that could not sustain an air route alone.

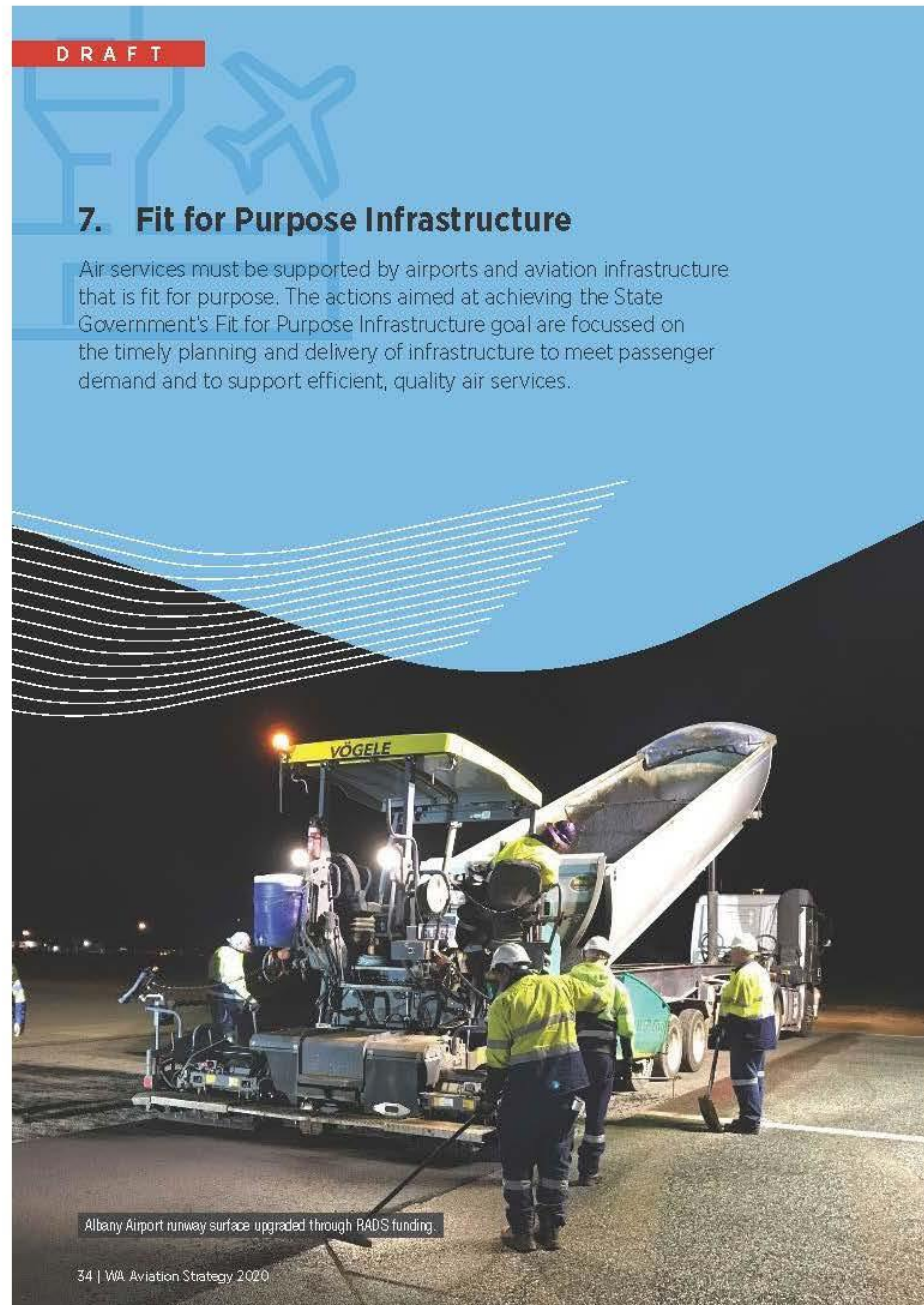


Kalumburu Airstrip upgraded with RADS grants.

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7.1. At a Glance

Goal C	Fit For Purpose Infrastructure
Outcomes	» Infrastructure at metropolitan and regional airports is planned and delivered in time to meet demand » Long-term plans are in place for future airports servicing Perth and regional WA
Approach	» Airport operators engage with airlines, local and state governments, the resources and tourism industries, and other stakeholders to forecast demand, plan for the future, and deliver infrastructure in a timely, cost-effective way » The State Government engages with stakeholders to plan future airports (especially second metropolitan airports for civil aviation and general aviation)
Actions  Progress to date	C1. The State Government provides Regional Airports Development Scheme (RADS) grants to support regional airports C2. The State Government engages in the Perth and Jandakot Airport Master Plan and Major Development Plan processes, ensuring robust forecasting to improve infrastructure and service planning C3. The State Government has commenced investigations to identify suitable sites for a second civil aviation airport (to Perth Airport) and second general aviation airport (to Jandakot Airport)
 Priorities	C4. The State Government to undertake a policy review to holistically address all matters in relation to land use planning and development in the vicinity of airports throughout Western Australia C5. The Department of Transport to work with airports to deliver Strategic Airport Assets and Financial Management Frameworks for small to medium sized regional RPT airports C6. The State Government to progress investigations in relation to suitable sites for a second civil and general aviation airport to service the metropolitan region C7. The Department of Planning, Lands and Heritage, in consultation with relevant State Government agencies, will investigate providing guidance to local government which aims to: » outline the development requirements for mining airstrips under the <i>Mining Act 1978</i>, the <i>Planning and Development Act 2005</i> and associated regulation; and » identify the role of the local planning framework in the planning and development of mining airstrips

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7.2. Fit for Purpose Infrastructure – Context

An effective aviation network relies on having the appropriate infrastructure available at the required time. When infrastructure is developed too early, it adds unnecessary costs to passengers; when it is developed too late, demand for air services cannot be met by existing infrastructure and results in adverse economic and social consequences.

Perth Airport is Western Australia's main airport. It is the fourth busiest airport in Australia in terms of passenger movements, after Sydney, Melbourne and Brisbane. Western Australia's remoteness and limited transport options for long-distance travel make the efficiency and effectiveness of Perth Airport vital to the State's social and economic development.

In addition to the airport itself, the Perth Airport precinct is a major economic centre. *Perth and Peel @ 3.5 Million* anticipates there will be around 20,400 jobs at the Perth Airport specialised centre by 2050; an additional 7,490 jobs compared to 2011. To support this growth, integrated land-use and transport planning is essential.

Jandakot Airport is the main general aviation airport in Western Australia. It is the base for flight training schools, the Royal Flying Doctor Service, Police Air Wing, the Department of Fire and Emergency Services and recreational aircraft.

There are 26 regional Regular Public Transport (RPT) airports in Western Australia, which provide essential connections for regional communities. Of these:

- » three are major airports, with 350,000 or more passenger movements per year (Broome, Karratha, and Port Hedland);

- » 21 are small to medium RPT airports, with less than 350,000 passenger movements per year, including two small airports operated by Aboriginal Corporations (Balgo and Kalumburu); and
- » two are not currently receiving RPT services (Derby and Ravensthorpe).

Accurate forecasting is pivotal to ensuring infrastructure is delivered in a timely way at both metropolitan and regional airports. This requires a sound understanding of the different factors affecting demand, including economic conditions, the resources sector and tourism trends, and technological advances.

The State Government has spent \$43.25 million towards the development of the Busselton-Margaret River Airport and attracting an airline to operate an interstate RPT air service. A further \$3.265 million is being invested by the State Government to upgrade the Busselton-Margaret River Airport terminal in readiness for the commencement of direct RPT air services between Busselton-Margaret River Airport and Melbourne in March 2020.⁸

Throughout the State there are a number of mining airstrips, some which are located close to regional RPT airports. Many are constructed to accommodate large turboprop or medium-sized jet aircraft for the sole purpose of moving workers to and from remote mine sites in a timely manner. Through the Parliamentary Inquiry, community concern was expressed about mining airstrips reducing the number of passengers moving through nearby RPT airports. It is important that community views are considered when decisions are made by the State Government about the location of any new mining airstrips.

⁸ Hon Alannah MacTiernan, Minister for Regional Development and Hon Paul Papalia CSC MLA, Minister for Tourism. *Media Statement: Jetstar direct flights to Busselton to take off, 4 October 2019*

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7.3. Progress to Date

There has been a strong focus on the planning and delivery of fit for purpose airport infrastructure over many years. Some of the long-standing planning and infrastructure initiatives carried out in WA are outlined below.

C1. The State Government provides Regional Airports Development Scheme (RADS) grants to support regional airports

The Regional Airports Development Scheme (RADS) was established in 1997-98 and is administered by the Department of Transport. RADS provides financial support for regional and remote airport owners to upgrade and maintain airport infrastructure, ensuring safe and reliable air access for regional and remote communities.

In the last ten years, 282 regional airport projects have been granted almost \$42 million in RADS funding, helping transform regional airports across Western Australia.

RADS is a competitive grants program, with airport operators applying for a contribution to the total cost of their project. Projects are generally funded 50-50 between the airport operator and RADS, or in thirds if Commonwealth funding is also secured.

Eligible projects generally fall into one of the following categories:

- » aircraft movement area development (such as construction, extension, sealing or marking of runways, taxiways and aircraft parking areas);
- » airside development (such as the provision of airport lighting or navigation aids);
- » grounds development (such as animal exclusion fencing, drainage or obstacle limitation areas);
- » terminal development; or
- » strategic airport planning.

C2 The State Government engages in the Perth and Jandakot Airport Master Plan and Major Development Plan processes, ensuring robust forecasting to improve infrastructure and service planning

Under the terms of Perth Airport Pty Ltd's (PAPL) lease, it is required to update its Airport Master Plan every five years for the approval of the relevant Commonwealth Minister, and Jandakot Airport Holdings (JAH) every eight years.

In July 2019, PAPL released its Preliminary Draft Master Plan 2020 for public comment, which is expected to be submitted to the Commonwealth Government for approval in 2020. In addition to its Master Plan, PAPL must develop Major Development Plans for approval of significant works. The most notable of these at present is for the New Runway Project.

In the interest of ensuring timely delivery of major infrastructure projects, which underpins the State's economic growth, the State Government has been reviewing PAPL's forecasting and working collaboratively with PAPL and other stakeholders to improve the accuracy of required inputs. This has included a forum facilitated by the Chamber of Minerals and Energy of Western Australia to improve understanding of resource sector demand for certain departure and arrival times at Perth Airport and to educate airport users on peak-period demand on runway infrastructure.

Jandakot Airport is also required to prepare Major Development Plans for significant infrastructure projects.

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C3. The State Government has commenced investigations to identify suitable sites for a second civil aviation airport (to Perth Airport) and second general aviation airport (to Jandakot Airport)

Perth Airport is likely to meet Perth's aviation requirements for more than 50 years into the future. Identifying and protecting a suitable site for a second metropolitan civil aviation airport represents good forward planning. Jandakot Airport is heavily utilised and remains one of the busiest general aviation airports in Australia.

The Department of Planning, Lands and Heritage, on behalf of the Western Australian Planning Commission (WAPC), is undertaking investigations to identify suitable sites for a future second metropolitan airport and second metropolitan general aviation airport.

7.4. Priorities

Although there are actions in place relating to the planning and delivery of fit for purpose airport infrastructure, the State Government recognises the need for continual innovation and improvement. The State Government's priorities for action are outlined below.

C4. The State Government to undertake a policy review to holistically address all matters in relation to land use planning and development in the vicinity of airports throughout Western Australia

Both Perth and Jandakot Airports are the subject of State Planning Policies (*SPP 5.1: Land Use Planning in the Vicinity of Perth Airport* and *SPP 5.3: Land Use Planning in the Vicinity of Jandakot Airport*), which aim to protect the

airports from encroachment by incompatible land and minimise the impact of airport operations on the community.

The WAPC is considering issues relating to land use planning in the vicinity of airports in the State more broadly, including matters of noise and safety. This work will have regard to the National Airports Safeguarding Framework and its application to regional airports.

C5. The Department of Transport to work with airports to deliver Strategic Airport Assets and Financial Management Frameworks for small and medium sized regional RPT airports

The State Government's Strategic Airport Assets and Financial Management Framework is being rolled out to support sound management practices at WA's small to medium sized regional RPT airports, which are mostly owned and operated by local governments (see Figure 5).

The objective of the framework is to provide a consistent, transparent and documented approach to airport asset management. This helps airport operators plan for future levels of service, manage asset life cycle, determine appropriate fee and charge regimes, run scenario testing of the impact on airport costs and revenues, resulting from the addition of new infrastructure and engage with stakeholders.

The framework will include a demand model for the regional airport, taking into account key economic and demographic indicators. The framework will provide regional airport owners with the tools to predict when infrastructure upgrades and associated funding will be needed. This will enable prudent financial management of airport assets, help local governments to set appropriate airport fees and charges, inform strong business cases that support airport operators' RADS grant applications, and reduce the risk of unwarranted or untimely infrastructure investments.

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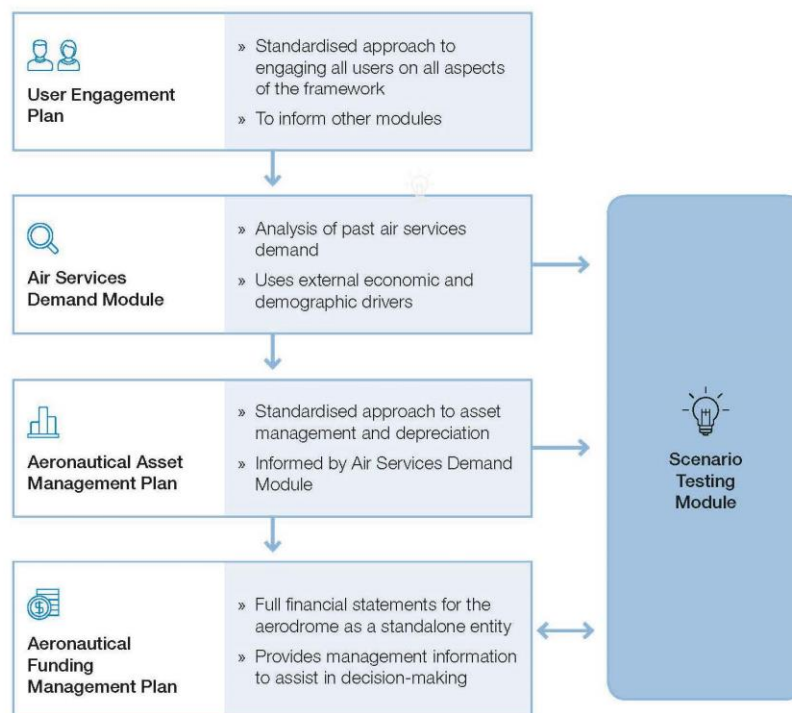
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The framework is being tailored to each eligible small to medium sized RPT regional airport by the Department of Transport, in consultation with airport owners and a reference group comprised of the Australian Airports Association, Institute of Public Works Engineering Australasia, WA Treasury Corporation, Qantas, Regional Express, Virgin Australia, Shire of East Pilbara, City of Albany and City of Greater Geraldton.

Accurate forecasting is pivotal to ensuring infrastructure is delivered in a timely way at both metropolitan and regional airports.

Figure 5: Modules of the Strategic Airport Assets and Financial Management Framework



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C6. The State Government to progress investigations in relation to suitable sites for a second civil and general aviation airport to service the metropolitan region

The State Government, with Airservices Australia and other Commonwealth agencies, will progress planning studies to locate suitable sites for a future second Perth metropolitan airport and future second general aviation airport.

C7. The Department of Planning, Lands and Heritage, in consultation with relevant State Government agencies, will investigate providing guidance to local government which aims to:

- outline the development requirements for mining airstrips under the *Mining Act 1978* and the *Planning and Development Act 2005* and associated regulation; and
- identify the role of the local planning framework in the planning and development of mining airstrips.

The primary objective of the *Mining Act 1978* is to encourage and promote the exploration for, and mining of, mineral deposits in the State. There is, however, scope within the existing legislative framework for broader consideration of the impact of an airstrip proposal as described below.

The Minister for Mines, Mining Registrar and Warden, as statutory decision makers, will continue to consider mining tenement applications for airstrips on a case-by-case basis.

The current legislative framework identified under the *Mining Act 1978* provides for the following:

- » Where local planning schemes identify a policy regarding mining airstrips within local council boundaries, this is considered in the decision making of the Minister for Mines, Mining Registrar and Warden.
- » In instances where the Minister for Mines is the decision maker for a mining lease or general purpose lease application, and the approval of a lease application would authorise a mining airstrip contrary to the provisions of the local planning scheme, the local government or the WAPC can raise the issue for Ministerial consideration. Where this occurs, the Minister for Mines is required to seek the views of the Minister for Planning, prior to making a decision on a mine-site airstrip lease application.



Perth Airport runway. Photo: David Eyre.

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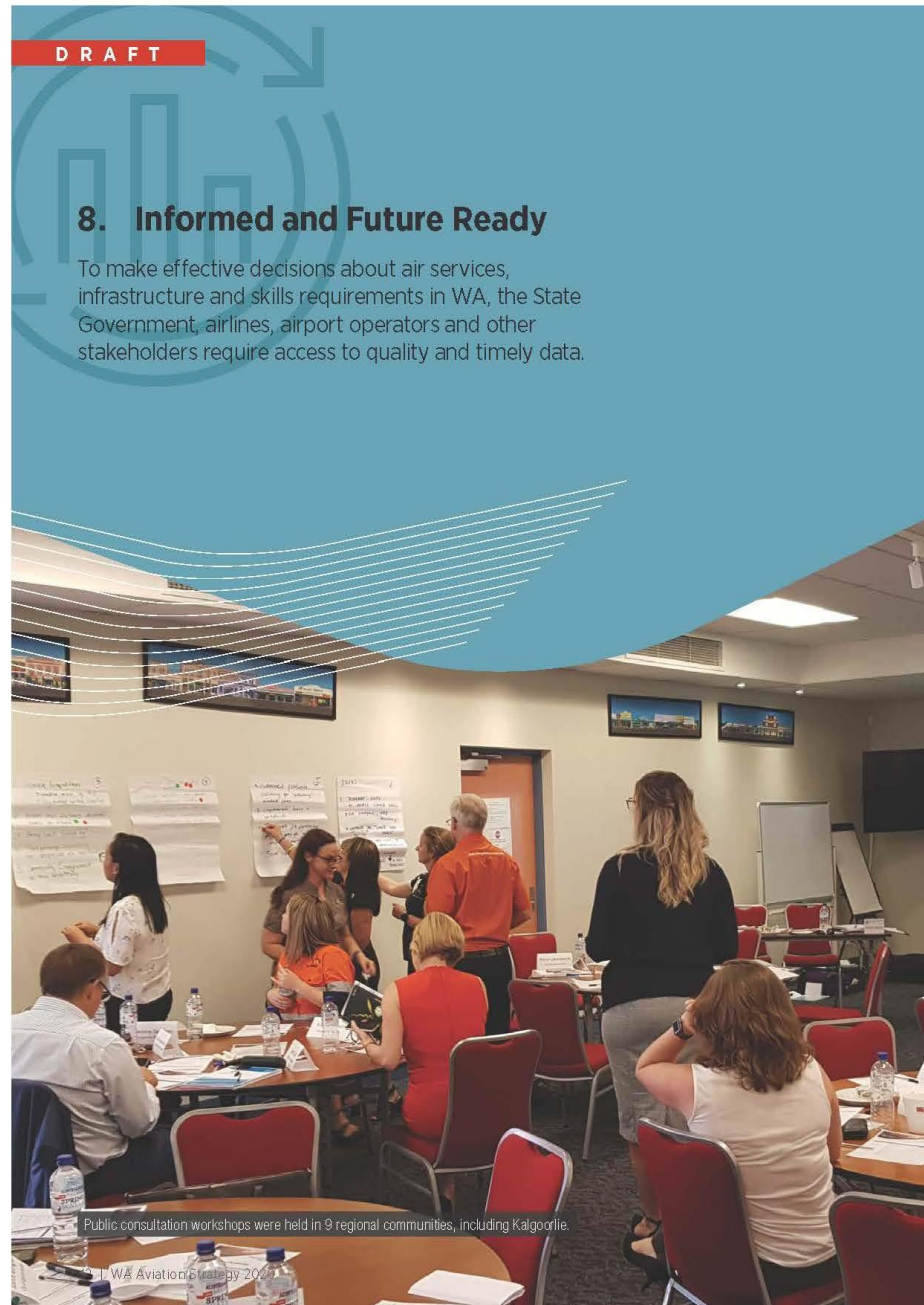
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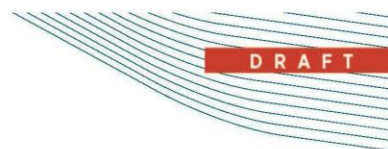


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8.1. At a Glance

Goal D	Informed and Future Ready
Outcomes	» Regulation, plans and decisions are data-driven » The appropriate skills and training are available to support the aviation industry
Approach	» Relevant data is collected, analysed and presented in a way that enables government, airlines, airport operators, industry and the community to understand trends, forecast accurately, and make timely, informed decisions » The State Government and the aviation industry work together to identify training needs and resources for the future, in consultation with the Commonwealth Government
Actions  Progress to date	D1. The State Government has established the Regional Aviation Taskforce to create a better informed and more coordinated approach to aviation strategy in WA D2. From 1 July 2019, all airlines operating RPT services on previously unregulated routes in WA became subject to licence conditions, which require them to provide specified data to the Department of Transport on a quarterly basis, to support improved analysis and decision making D3. The Department of Transport regularly extracts and analyses data from airline websites
 Priorities	D4. The Department of Training and Workforce Development to produce a draft State Aviation Training Strategy for WA D5. The Department of Transport, in conjunction with the Department of Jobs, Tourism, Science and Innovation and the Department of Primary Industry and Regional Development to provide biannual reports to the State Government on intrastate market dynamics and airfares D6. The Department of Transport to regularly review data requirements to inform robust analysis of intrastate market dynamics and airfares, and amend licence conditions for data provision as required
 Future actions	D7. The aviation industry to work with the Department of Training and Workforce Development to implement the State Aviation Training Strategy D8. The State Government to work with the airlines operating in WA to optimise the potential of Government's purchasing power to assist public benevolent institutions to access discounted airfares and support all airlines to maintain and develop their RPT air services in WA D9. The State Government to ensure its airfare purchasing decisions support the sustainability of Western Australian air services

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8.2. Informed and Future Ready – Context

Access to accurate and timely data about passenger and aircraft movements is essential for the WA Government to assess whether the actions in this Strategy are achieving the desired outcomes, or whether adjustments are required.

The Parliamentary Inquiry found there was limited information available with respect to intrastate aviation and made five recommendations to increase the collection, analysis and publication of air service-related data (*Recommendations 4, 5, 6, 7 and 11*).⁹ It determined that more information would assist with policy development, and that disclosure alone may place downward pressure on prices. Airlines, airport operators, industry and government all collect different types of aviation related data.

Airlines providing RPT services on fully regulated air routes are required to provide statistics on passenger numbers, on-time performance, scheduling, fares and community engagement activities. However, similar statistics have not been required for the unregulated air routes (now lightly regulated), making it difficult to monitor and evaluate how well the WA aviation system is performing overall, and on a route-by-route basis.

While training and preparing skilled and qualified workforce to meet the needs of the aviation industry requires national and international focus, it is important that the State helps contribute to a future-ready work force.

Labour shortages may impact the efficient functioning of aviation services. Without sufficiently skilled aviation staff, individual regional flights or even regular regional air

services may be cancelled. Fewer young people are entering the aircraft maintenance engineering workforce, and as a result the average age of this sector of the industry continues to increase.^{10,11}

Shortages of skilled aviation personnel affect more than just RPT and charter services, but also general aviation industries such as aeromedical and emergency service operations. There are additional challenges for regional aviation employers due to the size of their operations and the economic base of their regional area.

8.3. Progress to Date

Since the 2017 Parliamentary Inquiry, the State Government has already taken a number of steps to improve its access to data and how it collects and shares information.

D1. The State Government has established the Regional Aviation Taskforce to create a better informed and more coordinated approach to aviation strategy in WA

The Regional Aviation Taskforce (Taskforce) was established in November 2018 to create a more coordinated approach to aviation strategy and policy across State Government agencies, and to oversee the development of this Strategy.

Taskforce members include the Directors General from the Department of Transport; Department of Jobs, Tourism, Science and Innovation; Department of Primary Industries and Regional Development; and Department of the Premier and Cabinet.

⁹ *Perceptions and Realities of Regional Airfare Pricing*, Economics and Industry Standing Committee, November 2017, Chair's Foreword, pp. viii-ix

¹⁰ *Annual Report 2016-17*, Civil Aviation Safety Authority, September 2017, p.192

¹¹ *Annual Report 2017-18*, Civil Aviation Safety Authority, September 2018, p.166

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D2. From 1 July 2019, all airlines operating RPT services on previously unregulated routes in WA became subject to licence conditions which require them to provide specified data to the Department of Transport on a quarterly basis, to support improved analysis and decision making

In response to recommendation 5 of the 2017 Parliamentary Inquiry, from 1 July 2019, new aircraft licensing conditions were introduced requiring airlines operating on previously unregulated routes to retain and provide specified records and statistics to the State Government. Airlines are also required to engage with stakeholders and the regional communities they service on a regular basis (see *Action A3 in Section 5: Affordable Airfares*).

The aim of the information retention and reporting licence conditions is to enable Government to make evidence based decisions regarding State aviation policy and regulation. Records and statistics are required to be provided quarterly, in the form of month-by-month data sets. Information regarding air service demand and performance, and fare prices is collected under the aircraft licensing conditions (e.g. passenger numbers, load factors, average fare price, and cancellations, by route).



Geraldton Airport.

D3. The Department of Transport regularly extracts and analyses data from airline websites

In addition to the data provided by airlines, the Department of Transport extracts and analyses airfare data from airline websites.

By collecting this data, comparisons can be made between airfare data provided by airlines and fares available in the market. This may provide an indication of the extent whereby air travel becomes financially inaccessible for travellers to and from regional Western Australia. The Department of Transport monitors, on a route-by-route basis, the average fare, pricing fluctuations and competition in the market.

The biannual report to State Government assessing prevailing market dynamics and airfares on Western Australia's RPT routes, will be informed by the data collected from airline websites. See *Action D5* in this section for more information about the biannual report to Government.



Wiluna runway.

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8.4. Priorities

The State Government's priorities for action are outlined below.

D4. The Department of Training and Workforce Development to produce a draft State Aviation Training Strategy for WA

The Department of Training and Workforce Development is responsible for developing a broad training strategy and for planning, as well as the provision of funds to registered training organisations for certain types of training delivery.

Working with the Logistics Training Council, the Department of Training and Workforce Development is developing a draft State Aviation Training Strategy. This will incorporate findings from targeted consultations with key aviation stakeholders and the broader aviation sector across Western Australia. The State Aviation Training Strategy is expected to be released in 2020.

It is recognised that the issues relating to aviation are not unique to Western Australia – they are national issues, therefore any proposals on a way forward need to involve consideration of strategies at both the Commonwealth and State levels, and in partnership with industry.

D5. The Department of Transport, in conjunction with the Department of Jobs, Tourism, Science and Innovation, and the Department of Primary Industry and Regional Development to provide biannual reports to the State Government on intrastate market dynamics and airfares

The Department of Transport will be using the data collected from airlines, airline websites, biennial community perception surveys, and other sources to provide twice-yearly reports to the State Government on the market dynamics and regional airfares in WA. This report will be a key mechanism by which the State Government tracks the effectiveness of actions from this Strategy – particularly affordable airfare initiatives. It will help the State Government to make data-driven decisions about policy settings and the effectiveness of existing regulation.

If voluntary actions by airlines and others to reduce the cost of regional airfares are not sufficient or timely, the State Government intends to take a more interventionist approach to regulation, which could include additional conditions being placed on the aircraft licences of airlines or fully regulating additional routes (see *Action A9 in Section 5: Affordable Airfares*).

The reports will be produced once six months of data has been collected from airlines under the new licensing conditions.

D6. The Department of Transport to regularly review data requirements to inform robust analysis of intrastate market dynamics and airfares, and amend licence conditions for data provision as required

Using the data from the airlines (see *Action D2*), community surveys, biannual reports to the State Government and other data sources (see *Actions D3 and D5*), the Department of Transport will continuously review the usefulness of the data collected and make adjustments to licence conditions and data collection practices, as may be required.

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8.5. Future Actions

D7. The aviation industry to work with the Department of Training and Workforce Development to implement the State Aviation Training Strategy

Following the publication of the State Aviation Training Strategy, the Logistics Training Council, the Department of Training and Workforce Development and South Metropolitan TAFE will work together to facilitate a collaborative approach to aviation training in the State.

This will include the establishment of a formal and ongoing Aviation Industry Forum that will include representatives from the aviation industry, airport operators, training providers and State Government which will consider issues of skill shortages, training needs, planning and coordination, regional challenges and assessing opportunities to further develop aviation training in Western Australia.

D8. The State Government will work with the airlines operating in WA to optimise the potential of Government's purchasing power to assist public benevolent institutions to access discounted airfares and support all airlines to maintain and develop their RPT air services in WA

Approved public benevolent institutions (PBIs) have access to discounted airfares under the State Government's Common Use Arrangement (CUA). The WA Government will facilitate PBIs' access to discounted airfares through the CUA by increasing awareness of this facility.

D9. The State Government to ensure its airfare purchasing decisions support the sustainability of Western Australian air services

The State Government is a major purchaser of airfares both for intra-state and interstate travel. The WA Government needs to ensure, consistent with existing policy, an equitable distribution of official air travel across existing domestic airlines. This supports the long-term sustainability of Western Australian air services. The State Government airfare policy is based on the "best fare of the day" principle. This is aimed at enabling all domestic airlines to have an equal opportunity to access Western Australian Government official air travel business.



Carnarvon Airport, part of the fully regulated air route serviced by Rex.



RFDS plane taking off at sunset. Credit RFDS.

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9. Way Forward

9.1. Public Comment Period and Process

The draft *WA Aviation Strategy 2020* will be open for public consultation until 27 March 2020. Submissions can be made via online www.mysaytransport.wa.gov.au/WAAviationStrategy or in writing to: sas@transport.wa.gov.au

or

c/o Director Aviation
Department of Transport
GPO Box C102
Perth WA 6839.

The final *WA Aviation Strategy 2020* will take into consideration feedback received.

9.2. Implementation

The WA Government is responsible for ensuring the implementation of this Strategy. However, innovative and enduring aviation solutions require action and commitment from all tiers of government, airlines, airport operators, the resources and tourism sectors, and other stakeholders.

The State Government's Regional Aviation Taskforce will oversee the implementation of this Strategy and its actions. The Department of Transport will issue action progress reports every two years.

9.3. Review

The *WA Aviation Strategy 2020* will be reviewed within five years of publication.



Baggage carousel Karratha Airport.

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10. Supporting Documents

The following documents support the draft *WA Aviation Strategy 2020*, and can be accessed through the Department of Transport's website once finalised www.transport.wa.gov.au/WAAviationStrategy



WA Aviation Strategy 2020 - Supporting Documents WA Air Services

This document provides information in respect of both national and state policy context, regulation of air services, regional WA air routes and air route development and tourism.



WA Aviation Strategy 2020 - Supporting Documents WA Airports

This document addresses airport planning and infrastructure.



WA Aviation Strategy 2020 - Supporting Documents WA Aviation Progress Report

Report cards outlining the key actions from the State Aviation Strategy (2015) and the implementation of the State Government response to the recommendations from the Parliamentary Inquiry.

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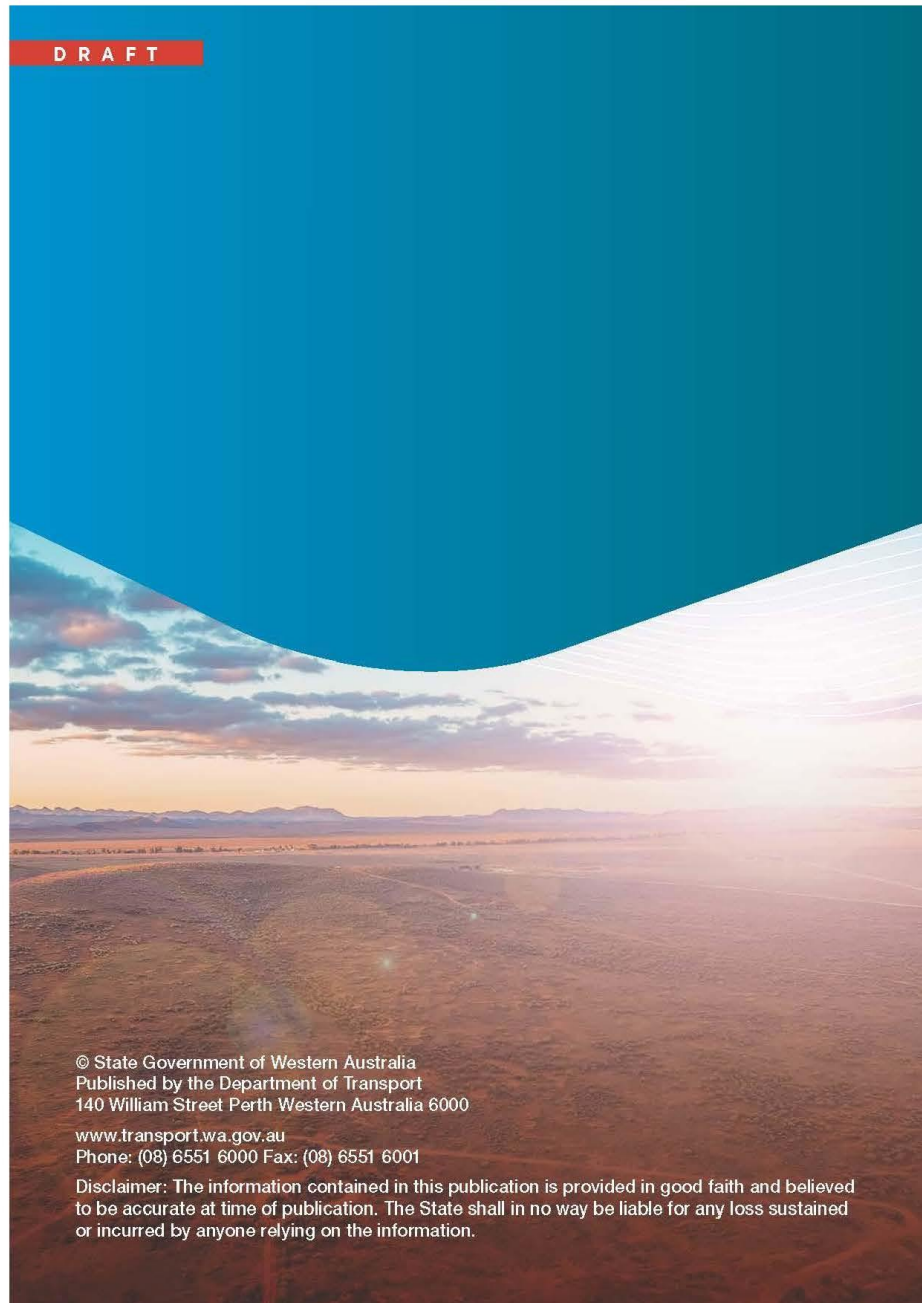
11. Glossary

Charter air service	A 'closed charter' service, as defined by the Commonwealth Government Civil Aviation Safety Authority (CASA), is "the carriage, in accordance with fixed schedules to and from fixed terminals, of cargo or passengers and cargo in circumstances in which the accommodation in the aircraft is not available for use by persons generally", under this definition the general public are not allowed to travel on closed charter air services, for example fly-in, fly-out (FIFO) operations.
FIFO	Fly-in, fly-out
Framework	Strategic Airport Assets and Financial Management Framework
Inter-regional air services	RPT air services provided between regions of Western Australia (the regions established as part of the <i>Regional Development Act 1993</i>)
Intra-regional air services	RPT air services provided within the geographical boundaries of a region of Western Australia
Intrastate air services	RPT air services provided within the boundaries of Western Australia
Interstate air services	RPT air services and air routes between Western Australia and/or other Australian States or Territories
International air services	RPT air services between Western Australia and overseas destinations outside of the boundaries of Australia
Load factor	Measures the capacity utilisation of an aircraft, identifying the extent to which an airline fills seats and generates fare revenue
Northern Goldfields	Air routes servicing Mount Magnet, Meekatharra, Wiluna, Leonora and Laverton
PAPL	Perth Airport Pty Ltd
Parliamentary Inquiry	2017 Economics and Industry Standing Committee report on the Perceptions and Realities of Regional Airfare Prices in Western Australia

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Public benevolent institutions (PBIs)	For the purposes of Common Use Arrangements, PBIs: - have corporate status as an incorporated organisation under either the <i>Associations Incorporation Act 1987</i> or the <i>Aboriginal Councils and Associations Act 1976</i> or be a company limited by guarantee or by shares under Corporations Law; - are endorsed by the Australian Taxation Office as a Public Benevolent Institution under item 4.1.1 of the table listed in section 30-45 of the <i>Income Tax Assessment Act 1936</i>; - are funded directly or indirectly, partially or entirely by either the Commonwealth, State or Local Government or be in receipt of a Lotteries Commission grant; and - are a not-for-profit organisation.
RADS	Regional Airports Development Scheme
RPT	Regular Public Transport
Taskforce	Regional Aviation Taskforce
WA	Western Australia





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8 CONFIDENTIAL MATTERS BEHIND CLOSED DOORS

9 GENERAL BUSINESS

9.1 LOCK BOXES FOR CAR KEYS

Cr Gerry Parsons asked if we could get lock boxes for car keys to stop cars being stolen at the airport?

Mr Ben Lewis, Executive Manager Commercial Services responded advising that we previously had lock boxes in the past but these were also being vandalised and the keys stolen to take cars.

9.2 LOCKERS FOR TRAVELLERS

Cr. Gerry Parsons asked if we could install lockers at the airport?

Mr Ben Lewis, Executive Manager Commercial Services responded advising that lockers would present a security risk with the public being able to place unsecured items in lockers.

9.3 VIRGIN RESIDENTIAL CAPPED FARES

Mr Ben Lewis advised that Virgin Australia are looking at introducing the capped residential fares.

Cr. Parsons suggested that they need to put on Saturday flights.

10 DATE OF NEXT MEETING

24 July 2020

11 CLOSURE

8:49am

10.1.3 AUDIT COMMITTEE MINUTES - 28 FEBRUARY 2020

Attachments:	Appendix 1 – Audit Committee Minutes – 28 February 2020
Responsible Officer:	Mr Jeremy Edwards Chief Executive Officer
Author:	Mrs Kylie Bergmann Coordinator Governance
Proposed Meeting Date:	27 March 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

For Council to consider the recommendations from the Audit Committee and note the Minutes from the Audit Committee Meeting held on 28th February 2020.

BACKGROUND

An Audit Committee Meeting was held on the 28th February 2020 and the Minutes of that meeting are attached (**Appendix 1 refers**).

Role of the Audit Committee:

As a requirement of the *Local Government Act 1995*, the Audit Committee was formed to provide independent oversight of the financial systems of the local government on behalf of the Council. As such, the Committee will operate to assist Council to fulfil its corporate governance, stewardship, leadership and control responsibilities in relation to the local government's financial reporting and audit responsibilities.

COMMENTS/OPTIONS/DISCUSSIONS

There were six agenda items on the Audit Committee Agenda.

The Audit Committee recommendations from that meeting are listed below.

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government Act 1995
Part 7 Audit
Division 1A – Audit Committee
s.7.1A - Audit Committee

POLICY IMPLICATIONS

Nil.

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

RISK MANAGEMENT CONSIDERATIONS

Legislative - Medium

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Absolute.

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/134

MOVED: Cr Geraldine Parsons

SECONDED: Cr Holly Fleming

That Council consider and adopt the following recommendations as presented by the Audit Committee:

1. That Council review and receive the CAMMS Regulation 17 Improvement Plan status report as presented at *Appendix 1*.
2. That Council review and receive the CAMMS Financial Management Review Improvement Plan status report as presented at *Appendix 1*.
3. That Council review and receive the CAMMS Risk Status Report and Risk Control Overview Report as presented in Appendix 1 and 2.
4. That Council adopt the Compliance Audit Return for the calendar year 1 January 2019 to 31 December 2019.
5. That the Audit Committee review and receive the Fraud and Corruption Control Plan update as presented at Appendix 1.
6. That the Audit Committee recommend that the Council adopt the new policy – Conflict of Interest – as presented below, for inclusion in the Policy Manual.

CARRIED UNANIMOUSLY

To be actioned by Mrs Kylie Bergmann, Coordinator Governance

Appendix 1
Audit Committee Minutes – 28 February 2020



SHIRE OF EAST PILBARA

MINUTES

ORDINARY COMMITTEE MEETING

NOTICE IS HEREBY GIVEN that an Ordinary Meeting of the **AUDIT COMMITTEE** will be held, in Council Chambers, Newman, 8:00am, Friday, 28 February, 2020.

Jeremy Edwards
CHIEF EXECUTIVE OFFICER



DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of East Pilbara for any act, omission or statement or intimation occurring during Council or Committee Meetings. The Shire of East Pilbara disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee Meeting does so at that person's or legal entity's own risk.

In particular and without derogating any planning application or application of a licence, any statement or intimation of approval made by any member or Officer of the Shire of East Pilbara during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of East Pilbara.

The Shire of East Pilbara warns that anyone who has any application lodged with the Shire of East Pilbara must obtain and should only rely on

WRITTEN CONFIRMATION

of the outcome of the application and any conditions attaching to the decision made by the Shire of East Pilbara in respect of the application.

Signed: _____
Jeremy Edwards
Chief Executive Officer

SHIRE OF EAST PILBARA
AUDIT COMMITTEE

28 FEBRUARY, 2020

AUDIT COMMITTEE

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SHIRE OF EAST PILBARA
AUDIT COMMITTEE

28 FEBRUARY, 2020

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chief Executive Officer (CEO) declared the meeting open at 8:00am. The nominated Chairperson, Cr. Anthony Middleton, was unavailable to attend the meeting and the CEO called for nominations for the position of Chairperson.

Councillor Geraldine Parsons nominated for the position of Chairperson. The Chief Executive Officer then called for further nominations.

No further nominations being received, the Chief Executive Officer declared Councillor Geraldine Parsons elected as the Chairperson.

2 RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE

2.1 ATTENDANCES

Councillors

Geraldine Parsons	Councillor
Lynne Craigie	Councillor (Deputy for Cr Middleton)
Karen Lockyer	Councillor

Officers

Jeremy Edwards	Chief Executive Officer
Sian Appleton	Executive Manager Corporate Services
Kylie Bergmann	Coordinator Governance

Public Gallery

2.2 APOLOGIES

Councillor Apologies

Anthony Middleton	Councillor
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Officer Apologies

2.3 LEAVE OF ABSENCE

3 CONFIRMATION OF MINUTES OF PREVIOUS COMMITTEE MEETING

3.1 22 NOVEMBER 2019

OFFICER & COMMITTEE RECOMMENDATION

MOVED Cr Karen Lockyer, **SECONDED** Cr Lynette Craigie OAM

THAT the Minutes of the Audit Committee held at Newman on 22 November 2019, be confirmed as a true and correct record of proceedings.

CARRIED UNANIMOUSLY

To be actioned by Mrs Kylie Bergmann, Coordinator Governance

SHIRE OF EAST PILBARA
AUDIT COMMITTEE

28 FEBRUARY, 2020

4 OFFICER'S REPORTS

4.1 GENERAL

4.1.1 REGULATION 17 REVIEW - IMPROVEMENT PLAN UPDATE

Attachments:	Appendix 1 – Reg 17 Improvement Plan Update
Responsible Officer:	Ms Sian Appleton Executive Manager Corporate Services
Author:	Ms Sian Appleton Executive Manager Corporate Services
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

To report on the status of the Regulation 17 Review Improvement Plan.

BACKGROUND

Pursuant to the Local Government (Audit) Regulations 1996 (the regulations), Regulation 17 requires that the Chief Executive Officer undertakes a review of the appropriateness and effectiveness of its systems and procedures in regard to Risk Management, Legislative Compliance and Internal Control Frameworks.

Previously reviews of Council's audit systems needed to be carried out every two years. The regulations were revised and gazetted on Tuesday, 26 June 2018 to conduct the review no less than every three years. This means that the Shire of East Pilbara will not be required to complete another review until 2021.

In February 2019 Moore Stephens undertook this review for the CEO and the report was presented to the Audit Committee on the 22nd February 2019 and subsequently at the Ordinary Council Meeting dated 22nd February 2019.

From this report a Regulation 17 Improvement Plan was created and entered into Council's CAMMS Strategic Planning software for monitoring.

COMMENTS/OPTIONS/DISCUSSIONS

Attached is a copy of the CAMMS reporting document.

Currently there are 42 actions reported on. Of these 95% of the actions are on target, 2% are being monitored and 2% are off track and are being reviewed..

STATUTORY IMPLICATIONS/REQUIREMENTS

Part 7 - Audit (Division 4 - General) 7.13. Regulations as to audits (pg 274)

SHIRE OF EAST PILBARA
AUDIT COMMITTEE

28 FEBRUARY, 2020

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

- G1 Provide efficient, accountable and ethical governance.
- G1.1 *Enhance governance capability to deliver sustainable outcomes, roads and buildings*

RISK MANAGEMENT CONSIDERATIONS

As set out in the CAMMS report for each action item.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

VOTING REQUIREMENTS

Simple.

OFFICER AND COMMITTEE RECOMMENDATION

MOVED: Cr Karen Lockyer, **SECONDED:** Cr Lynette Craigie OAM

That Council review and receive the CAMMS Regulation 17 Improvement Plan status report as presented at *Appendix 1*.

CARRIED UNANIMOUSLY

To be actioned by Ms Sian Appleton, Executive Manager Corporate Services

Appendix 1

Reg 17 Improvement Plan - Update



Action and Task Progress Report

Shire of East Pilbara



13-Feb-2020

Print Date: 13-Feb-2020

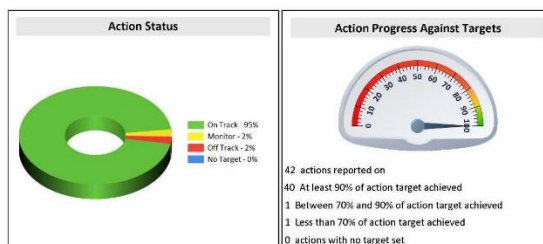
www.cammsgroup.com

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Shire of East Pilbara

Action and Task Progress Report

OVERVIEW



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SHIRE OF EAST PILBARA
AUDIT COMMITTEE

28 FEBRUARY, 2020

Shire of East Pilbara

Action and Task Progress Report

ACTION PLANS

 **GREEN**

 **AMBER**

 **RED**



At least 90% of action target achieved

Between 70% and 90% of action target achieved

Less than 70% of action target achieved

No target set

* Dates have been revised from the Original dates

Commercial Services

Airport Services

6.2 Airport Services

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.1717D - Risk management practices at the airport should be undertaken in accordance with the Shires Risk Management Policy and procedures. These procedures provide the framework for the rating of identified risk and reporting of risks when identified along with the routine reporting on the status of treated risks. HIGH RISK	Ben Lewis - Executive Manager- Commercial Services	In Progress	17-Feb-2019	31-Dec-2021	75.00%	0.00%	 GREEN
ACTION PROGRESS COMMENTS: 8/3/19 - Implementation of shire wide incident and hazard reporting has been rolled out at the airport for all staff and subcontractors. HSE contractor inductions have been undertaken with the majority of the major contractors. This process is utilising the shire wide reporting process. 8/8/19 - The airport is now aligned and using the same processes as the rest of the organisation with the exception of the airport airside operations which are required to be operated under CASA legislation and requirements. There will be some ongoing adjustment and monitoring to be undertaken Last Updated: 08-Aug-2019							

Procurement and Contracts

9.1 Procurement

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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AUDIT COMMITTEE

28 FEBRUARY, 2020

Shire of East Pilbara		Action and Task Progress Report						
5.1.1.2117D - Amend the Policy to provide the following: Purchasing requirements for the renewal or variation of contracts which did not arise from a public tender. HIGH RISK	Dawn Ronchi - Contract Procurement Officer	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%		 GREEN
ACTION PROGRESS COMMENTS: Policy Updated Last Updated: 22-May-2019								
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %	
5.1.1.2817D - All procurement of goods or services should be undertaken in accordance with the Procurement Policy and legislative requirements, regardless of the type of service or goods. HIGH RISK	Dawn Ronchi - Contract Procurement Officer	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%		 GREEN
ACTION PROGRESS COMMENTS: Processes currently under review to ensure all procurement is undertaken in accordance with legislation. 5/6/19 - Internal Auditing Process set up and being undertaken regularly. Last Updated: 06-Aug-2019								
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %	
5.1.1.3017D - To help ensure probity and fairness when assessing tenders, procedures for the declaration of interests prior to assessing tender should be documented. Purchases over \$150,000 should be subject to the same assessment procedures as those applied to tenders. MEDIUM RISK	Dawn Ronchi - Contract Procurement Officer	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%		 GREEN
ACTION PROGRESS COMMENTS: Process updated. Last Updated: 22-May-2019								
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AUDIT COMMITTEE

28 FEBRUARY, 2020

Shire of East Pilbara				Action and Task Progress Report			
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.31 170 - To help support probity and fairness when assessing responses to requests for quotation, the process undertaken should be documented. The process to be followed should require a higher level of probity and due diligence, the higher the value or risk associated with the purchase. MEDIUM RISK	Dawn Ronchi - Contract Procurement Officer	In Progress	17-Feb-2019	31-Dec-2021	30.00%	25.00%	 GREEN
ACTION PROGRESS COMMENTS: Processes currently under review. 6/8/19 & 7/1/20 - it is already an internal process that as per the Tender process - the formal RFQ's are evaluated by set criteria and by 3 Panel members, and this has been the case. The process/procedure shall be written more clearly. Last Updated: 08-Jan-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.47 170 - To maintain the confidentiality of submissions received values of submissions received be removed from the tender register. MEDIUM RISK	Dawn Ronchi - Contract Procurement Officer	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	 GREEN
ACTION PROGRESS COMMENTS: Process updated. Last Updated: 22-May-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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AUDIT COMMITTEE

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Shire of East Pilbara				Action and Task Progress Report			
5.1.1.59 170 - "Values were entered onto Manual Purchase orders after the goods were received. Purchase orders were issued after receipt of the goods or services."	Dawn Ronchi - Contract Procurement Officer	In Progress	17-Feb-2019	31-Dec-2021	75.00%	50.00%	 GREEN
ACTION PROGRESS COMMENTS: Review of processes and refresher training currently being considered. Finance working with Technical services to abolish manual purchase order books. 6/8/19 & 7/1/20 - Use of manual PO books were ceased mid July 19 with manual PO books returned to Finance. The use of Manual Requisition books for a small number of remote staff are now in place - this will alleviate Purchase Orders being created without values and/or gl's. Finance and CPO have started to sit with Tech Services staff in a small training session environment. The use of the Req Books is currently being monitored - so have set the Completion level to 50%. 11/2/20 - Manual PO books are now only being used for a small % of purchases. Last Updated: 11-Feb-2020							
9.2 Management of Contracts, Leases and MOU's							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.40 170 - To help ensure all contractors have the relevant licences and have adequate insurance cover for the works they undertake for the Shire, procedures should be developed, and records maintained to ensure copies of contractor's insurances are held on file. HIGH RISK	Dawn Ronchi - Contract Procurement Officer	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	 GREEN
ACTION PROGRESS COMMENTS: Process updated. Last Updated: 22-May-2019							
Corporate Services							
Corporate Services							
20.1 Financial Services							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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SHIRE OF EAST PILBARA
AUDIT COMMITTEE

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Shire of East Pilbara

Action and Task Progress Report

5.1.1.22170 - Rescind the Policy or alternatively review and amend the policies requiring Financial Statements to be prepared in accordance with Statutory requirements. MEDIUM RISK	Lisa Davis- Manager Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	25.00%	
ACTION PROGRESS COMMENTS: 31/07/2019 - Policy updated and presented to Council at the August OCM. Last Updated: 14-Aug-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.33170 - Given the high value of fees and charges in relation to the airport, operations routine documented verification of the accuracy of fees and charges raised should be undertaken. MEDIUM RISK	Lisa Davis- Manager Corporate Services	In Progress	17-Feb-2019	31-Dec-2021	10.00%	0.00%	
ACTION PROGRESS COMMENTS: 31/07/2019 - Processes being reviewed to determine how fee accuracy can be verified. 08/11/2019 - No further update. 31/01/2019 - No further update. Last Updated: 13-Feb-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.35170 - Creation and maintenance of standard checklists may assist in evidencing key points of control and serve as a reminder. Checklists are of assistance in ensuring compliance with repetitive legislative compliance tasks. HIGH RISK	Lisa Davis- Manager Corporate Services	In Progress	17-Feb-2019	31-Dec-2021	20.00%	0.00%	
ACTION PROGRESS COMMENTS: 31/07/2019 - Detailed assessment being first undertaken to determine key areas where checklists are needed. 08/11/2019 - The list currently being created.							

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Shire of East Pilbara

Action and Task Progress Report

31/01/2020 - No further update.
Last Updated: 13-Feb-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.39170 - In line with departmental guidelines, all officers issued with credit cards should sign a credit card agreement prior to the issuing of the credit card. Credit cards should physically be maintained by the person in whose name they are issued and credit card details should not be shared with other staff. HIGH RISK	Lisa Davis- Manager Corporate Services	In Progress	17-Feb-2019	31-Dec-2021	80.00%	100.00%	
ACTION PROGRESS COMMENTS: 31/07/2019 - Credit Card Agreements are now implemented and signed. Whole process still being improved. 08/11/2019 - Procedure and Checklist underway. 31/01/2020 - No further update. Last Updated: 13-Feb-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.41170 - The list of payments made by the CEO under delegated authority should be presented to Council with only the minimum information required by legislation. HIGH RISK	Lisa Davis- Manager Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	
ACTION PROGRESS COMMENTS: New process for presentation of creditors to Council complete to ensure compliance with legislative requirements. Last Updated: 22-May-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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Shire of East Pilbara

Action and Task Progress Report

5.1.1.4217D - Prepare the Monthly Statements in accordance with legislative requirements. HIGH RISK	Lisa Davis - Manager Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	
ACTION PROGRESS COMMENTS: New template introduced for the reporting on the monthly statements to meet legislative compliance. Last Updated: 22-May-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.4917D - Outstanding Items identified within the Financial Management Review be addressed. HIGH RISK	Lisa Davis - Manager Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	
ACTION PROGRESS COMMENTS: 31/07/2019 - Being dealt with through the update Financial Management Review. Last Updated: 14-Aug-2019							
20.2 Records Management							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.3417D - Review controls in relation to records to ensure records are maintained in accordance with statutory requirements and the Record Keeping Plan. HIGH RISK	Lisa Davis - Manager Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	
ACTION PROGRESS COMMENTS: 09/08/2019 - Senior System Support/ Records Officer appointed in May 2019, position its within the Records Room and monitors records and the logging out process. Scanning system and barrier installed to Records Room limiting access. Vital records are now held within the Records Room in locked cabinet. Last Updated: 09-Aug-2019							
Human Resources							

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SHIRE OF EAST PILBARA
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Shire of East Pilbara

Action and Task Progress Report

10.1 Human Resource Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.3617D - In conjunction with, or as an alternative to, the development of documented procedures and checklists, update and development of workflow process diagrams may assist in clearly identifying controls and processes to be followed. MEDIUM RISK	Robin Austen - Manager Human Resources	In Progress	17-Feb-2019	31-Dec-2021	50.00%	0.00%	
ACTION PROGRESS COMMENTS: Task assigned to both HROs to work on documenting procedures and developing relevant workflow diagrams. Currently Work Instructions exist for the following procedure s; - Visio - Create Organisational Chart - Performance appraisals - Letters of Offer - Inductions - Exit Interviews - EEO Plan and Survey - New Starters Checklist - Annual Leave These all need review and workflows created. Last Updated: 13-Feb-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.317D - Continuing with the development of a staff training matrix to identify staff training needs relevant to their role is important to ensuring it is co-ordinated across the organisation.	Robin Austen - Manager Human Resources	In Progress	17-Feb-2019	31-Dec-2021	80.00%	20.00%	
ACTION PROGRESS COMMENTS:							

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Shire of East Pilbara

Action and Task Progress Report

31/07/2019 - Currently adding/populating information on all positions for training/certification needs and concurrently linking these to the occupants of the position. This is a VERY slow process.

To date HR has completed the following:

- developed staff register to audit and update training/certification needs
- all new employees have their training/certification needs completed based on their position
- Existing employees - on receipt of their Performance Appraisals the process is completed
- existing employees are being worked through however, this will take some time.

Currently the TNA is 80% completed with a summary of data and its upload to PES outstanding. This is a time consuming process that is scheduled to be completed 28/02/2020

Last Updated: 08-Jan-2020

10.2 Occupational Health and Safety

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.5317D - OH&S induction is currently undertaken by the supervisors however, evidence of the induction being undertaken is not available for all employees as a signed 'Induction Completion Form' is not filed on each employee's personnel file. MEDIUM RISK	Robin Austen - Manager Human Resources	In Progress	17-Feb-2019	31-Dec-2021	80.00%	0.00%	

ACTION PROGRESS COMMENTS:

Manager Human Resources position vacant for six months. Position now filled and processes will be reviewed.

The current OHS Induction Completion Form includes acknowledgement of risk assessment and risk matrix information provided in the Induction Presentation.

The Shire has recruited for a Coordinator OHS who will be commencing in Feb 2020 and the task of ensuring all staff complete the OHS Induction and have this recorded on their Personnel File will be assigned to the Coordinator to complete.

All inductions completed are signed by the new employee and saved on their personnel file.

Last Updated: 13-Feb-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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Shire of East Pilbara

Action and Task Progress Report

5.1.1.5617D - A risk register be maintained consistent with the entity risk matrix, enabling reporting and review of OH&S risks identified.	Robin Austen - Manager Human Resources	In Progress	17-Feb-2019	31-Dec-2021	5.00%	0.00%	
ACTION PROGRESS COMMENTS: 31/07/2019 - Manager Human Resources position vacant for six months. Position now filled and processes will be reviewed. The Shire has recruited for a Coordinator OHS who will be commencing in Feb 2020 and the task of ensuring all staff complete the OHS Induction and have this recorded on their Personnel File will be assigned to the Coordinator to complete. Last Updated: 08-Jan-2020							
Information Communication and Technology							
23.1 Information Communication and Technology							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.9217D - We noted limited controls in relation to the access to IT systems both physical access to hardware and network access to software and data. MEDIUM RISK	Sian Appleton - Executive Manager - Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	
ACTION PROGRESS COMMENTS: 31/07/2019 - Physical access is limited by key entry. This will be replaced by swipe entry over the next few months. EMCS is currently working with consultants to diagramme access map to all network and application information. 13/10/2019 - Physical access now limited to swipe card entry. New form created regarding any new users needed access to network and directories and software. Last Updated: 14-Oct-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.5217D - Routine testing of the effectiveness of the Plan through annual system recovery testing be undertaken. HIGH RISK	Sian Appleton - Executive Manager - Corporate Services	In Progress	17-Feb-2019	31-Dec-2021	10.00%	0.00%	
ACTION PROGRESS COMMENTS:							

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Shire of East Pilbara

Action and Task Progress Report

30/07/2019 - EMCS working with IT consultant to establish a routine testing regime of data recovery.
08/11/2019 - Waiting on documentation finalisation. EMCS has met with IT consultant to determine timing around testing.
Last Updated: 02-Dec-2019

Strategic and Business Planning

2.1 Risk Management and IPR

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
S.1.1.20 CC & 17D - Review and update the Corporate Business Plan to ensure it remains current. MEDIUM RISK	Stan Appleton - Executive Manager - Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	 GREEN

ACTION PROGRESS COMMENTS:
31/05/2019 - The Corporate Business Plan has been updated and accepted by Council at their OCM 26062019.
The process of updating the Corporate Business Plan annually has been entered into the budget process steps. The CBP will be updated by February every year.
Last Updated: 14-Aug-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
S.1.1.25 17D and FMR - Review and update the Disaster Recovery Plan, identifying and documenting key ICT risks along with the treatments to reduce the risk to an acceptable level. HIGH RISK	Stan Appleton - Executive Manager - Corporate Services	In Progress	17-Feb-2019	31-Dec-2021	10.00%	0.00%	 GREEN

ACTION PROGRESS COMMENTS:
31/07/2019 - Resources allocated to project. Scope currently being created. Working with our IT consultants regarding the IT portion of the plan.
08/11/2019 - Coordinator/IT since resigned. EMCS working with IT consultant to finalise this project.
Last Updated: 02-Dec-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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Action and Task Progress Report

S.1.1.27 17D - Risk management procedures and process require review and updating in accordance with the latest risk management standard (ISO 31000:2018). HIGH RISK	S an Appleton - Executive Manager - Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	 GREEN
ACTION PROGRESS COMMENTS: 31/07/2019 - Risk Management procedures and process reviewed internally and sent to LGIS for comment. Final updated documentation due for completion shortly. 08/11/19 - Risk Management Framework, policy and procedures reviewed and updated. Last Updated: 08-Nov-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
S.1.1.44 17D - Prepare the Statutory Budget in accordance with legislative requirements. HIGH RISK	S an Appleton - Executive Manager - Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	 GREEN
ACTION PROGRESS COMMENTS: New process and template established to ensure compliance. Last Updated: 22-May-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
S.1.1.45 17D - Maintaining risk registers for all identified risks is important to help ensure significant or high risks are adequately treated. HIGH RISK	S an Appleton - Executive Manager - Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	75.00%	 GREEN
ACTION PROGRESS COMMENTS: 31/05/2019 - Risk workshops with LGIS organised for June which will result in an updated Risk Register. 31/07/2019 - Risk controls workshops held with LGIS consultant and managers/ exec. Final updating of controls underway and once completed will be entered into CAMMS risk module for actions and monitoring. 31/10/2019 - All new risks entered into software for monitoring. Review of old risks still to take place to gauge their ongoing relevancy. 31/01/2020 - Risk register up to date. Ongoing training for staff is being provided. Last Updated: 13-Feb-2020							

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Shire of East Pilbara				Action and Task Progress Report			
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.50.17D - Risk management procedures implemented uniformly across the organisation. HIGH RISK	Sian Appleton - Executive Manager - Corporate Services	In Progress	17-Feb-2019	31-Dec-2021	50.00%	0.00%	
ACTION PROGRESS COMMENTS: 31/05/2019 - Risk Management processes currently being review and will then be rolled out to whole organisation. 31/07/2019 - Particular focus on bringing the report risk process in line with organisational processes. 08/11/19 - Update of risk process and documentation completed. Roll out to entire organisation is currently in planning. Last Updated: 02-Dec-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.51.17D - A central risk register routinely maintained as required by the Policy. HIGH RISK	Sian Appleton - Executive Manager - Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	
ACTION PROGRESS COMMENTS: 31/05/2019 - A central register is maintained and is currently being updated. Last Updated: 14-Aug-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.54.17D - A single entity-wide Risk Register of identified risks be maintained, with key organisational risks identified and residual risk levels assessed and recorded. MEDIUM RISK	Sian Appleton - Executive Manager - Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	
ACTION PROGRESS COMMENTS: 31/07/19 - All Risk Management processes currently under review. 08/11/19 - Risk management documentation review completed. Controls have been reviewed this year and will be entered into CAMMS Risk Module for reporting. Last Updated: 08-Nov-2019							

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Shire of East Pilbara				Action and Task Progress Report			
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.57.17D - Management continue to monitor the risk register and discuss any identified risk matters in their meetings.	Sian Appleton - Executive Manager - Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	
ACTION PROGRESS COMMENTS: 31/07/2019 - On Executive Team meeting agenda. Ongoing action. Last Updated: 14-Aug-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.58.17D - The improvements detailed within this report be adopted as an Improvement Plan to progress risk management at the Shire. MEDIUM RISK	Sian Appleton - Executive Manager - Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	
ACTION PROGRESS COMMENTS: Risk Improvement plan now entered into CAMMS software and reported to the Audit Committee and Council quarterly. Last Updated: 22-May-2019							
Customer and Community Services Community Safety 12.2 Emergency Management							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.24.17D - Given recent staffing changes, update and review the Business Continuity Plan, identify and document key business continuity risks along with the treatments to reduce the risk to an acceptable level. HIGH RISK	Brent Stein - Manager Community Safety	In Progress	17-Feb-2019	31-Dec-2021	10.00%	0.00%	

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ACTION PROGRESS COMMENTS: 31/07/2019 - Resources allocated to project. 08/11/2019 - LGIS contacted and will assist in the review of this plan. Last Updated: 06-Dec-2019								
Executive Services								
Governance								
16.1 Corporate Governance								
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %	
5.1.1.28.17D - Following review of Policies by Council, update the latest Review/Amendment Date on the Policy to provide an accurate record of when the Policy was reviewed. MEDIUM RISK	Kylie Bergmann - Coordinator Governance	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%		 GREEN
ACTION PROGRESS COMMENTS: New process implemented to provide accurate record of policy review. Last Updated: 22-May-2019								
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %	
5.1.1.28.17D - Establish process for the development, review, amendment and authorisation of procedures, checklists and other internal control documentation, to assist with managing changes to procedures. HIGH RISK	Kylie Bergmann - Coordinator Governance	In Progress	17-Feb-2019	31-Dec-2021	15.00%	0.00%		 GREEN
ACTION PROGRESS COMMENTS: Processes currently being reviewed. 10/11/2019 - Process is still to be reviewed. Last Updated: 10-Nov-2019								
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Shire of East Pilbara								Action and Task Progress Report
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %	
5.1.1.43.17D - Residual risks following a Council decision should be evaluated and recorded as required by the risk management framework. MEDIUM RISK	Kylie Bergmann - Coordinator Governance	In Progress	17-Feb-2019	31-Dec-2021	10.00%	55.00%		 RED
ACTION PROGRESS COMMENTS: 31/07/2019 - Processes currently being reviewed. 10/11/2019 - Process is still to be reviewed. Last Updated: 10-Nov-2019								
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %	
5.1.1.46.17D - Maintain a gift register on the Shire's website in accordance with legislative requirements. HIGH RISK	Kylie Bergmann - Coordinator Governance	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%		 GREEN
ACTION PROGRESS COMMENTS: The gift register is maintained through the ATAIN online compliance system. We now have a process in place to ensure that the register is downloaded once a month and uploaded to the website. Last Updated: 05-Aug-2019								
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %	
5.1.1.48.17D - To confirm adherence to documented policies and procedures and assist in the identification of internal control weaknesses an internal audit function is required to be established. MEDIUM RISK	Kylie Bergmann - Coordinator Governance	In Progress	17-Feb-2019	31-Dec-2021	5.00%	0.00%		 GREEN
ACTION PROGRESS COMMENTS: Process to establish internal auditing function currently being investigated. 10/11/2019 - Internal Audit function requires additional resourcing and is currently being investigated. Last Updated: 10-Nov-2019								
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Action and Task Progress Report

Infrastructure Services

Natural Resource Management

21.1 Landfill Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.2.1.2 17D - Undertake risk assessments in relation to each of the potentially contaminated sites and identify appropriate treatment plans. HIGH RISK	Bwalya Chilufya - Environmental Health Officer	In Progress	17-Feb-2019	31-Dec-2021	10.00%	0.00%	
ACTION PROGRESS COMMENTS: 31/05/2019 Several contaminated sites exist within Shire properties. The extent of contamination and risks associated with these sites is to be determined. Initial steps taken to scope detail of risk assessments. Last Updated: 05-Aug-2019							

21.2 Waste Collection and Recycling

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.38 17D - Undertake a detailed review of all controls in relation to the waste facility. In particular, if possible, remove or significantly reduce the potential amount of cash received at the waste facility, through use of pre-purchased vouchers etc. Should cash continue to be accepted, appropriate procedures and controls are required. MEDIUM RISK	Raees Rasool - Executive Manager Infrastructure Services	Deferred	17-Feb-2019	31-Dec-2021	2.00%	0.00%	
ACTION PROGRESS COMMENTS: Project will be deferred until a new manager of waste services and a graduate engineer can be engaged 16/05/2019 - Project is still deferred, however staff have commenced work on a waste management plan which will highlight how we can improve the facility. In combination with the new manager of waste services and a graduate engineer this will provide the necessary resources to scope and review the facility with the view of increasing operational revenue from liquid waste. Waste Manager position has been advertised and the EMIS is liaising with universities to sell the graduate opportunity. Advertising for the graduate engineering role is							

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planned to occur around June/July of 2019

10/06/2019 - Graduate role applications close on the 1st July 2019. Interviews for Manager of Waste completed with a view to commence in July

08/08/2019 - Manager of Waste Services commenced on the 29th of July 2019 and is finalizing a waste management plan for council to review as part of the September meeting. Graduate role interviews were undertaken. 153 applicants applied and the successful candidate has accepted their offer. Graduate is due to commence in September 2019.

10/09/2019 - Graduate Engineer Waste Services commenced on the 2nd of September and is working alongside the Manager of Waste (MoW) regarding management of the landfill site. This is largely in a project and operational space with respect to RFQ's for fencing and a flow meter being advertised, improvements to the liquid waste facility, submitting for the CDS scheme, investigating recycling and reviewing waste streams like mulch. With limited resources improving cash handling at the site is not a priority.

20/07/2019 - Due to competing priorities, this project has not been given priority as work is being as above.

05/11/2019 - No further update

05/11/2019 - No further update.

10/02/2020 - There will be no further updates for the 19/20 financial year

Last Updated: 10-Feb-2020

Project and Asset Management

11.2 Asset Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.26 CBP and 17D - Update and finalise asset management plans and present to Council for adoption. MEDIUM RISK Treatment Plans identified within asset management plans be monitored to ensure risks are reduced to an acceptable level. MEDIUM RISK	Lindon Mellor- Manager Projects & Assets	Ongoing	17-Feb-2019	31-Dec-2021	-	0.00%	

ACTION PROGRESS COMMENTS:

08/08/2019 - Risk treatment will form part of the asset management plans. Draft asset management plans are being progressed for roads, parks and gardens and WWTP assets. As these are finalised they will be presented to council for adoption/consideration however resourcing constraints and priority being given to project delivery is taking away from asset

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management planning

10/09/2019 - asset planning has not been given priority due to project resourcing constraints. No further development

07/10/2019 - asset planning has not been given priority due to project resourcing constraints. No further development

05/11/2019 - asset planning has not been given priority due to project resourcing constraints. No further development

28/11/2019 - concise asset management plans will be developed during the second half of the 19/20 financial year for various infrastructure classes

Last Updated: 28-Nov-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.55.170 - Treatment Plans identified within asset management plans be monitored to ensure risks are reduced to an acceptable level. MEDIUM RISK	Rae's Rasool - Executive Manager Infrastructure Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	 GREEN

ACTION PROGRESS COMMENTS:

Risk Assessments undertaken in accordance with ISO91000:2009 are included within the Asset Management Plans. Whilst the assessments appear appropriate the basis for the various ratings are not apparent. No subsequent reporting on effectiveness of the treatment Plans in reducing risk has been undertaken.

08/08/2019 - Risk treatment will form part of the asset management plans and so further reporting is not required

Last Updated: 08-Aug-2019

**SHIRE OF EAST PILBARA
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**4.1.2 FINANCIAL MANAGEMENT REVIEW 2019 - IMPROVEMENT PLAN
STATUS**

File No: LEG-21-1
Attachments: Appendix 1 – FMR Report Jan 2020
Responsible Officer: Ms Sian Appleton
Executive Manager Corporate Services
Author: Ms Sian Appleton
Executive Manager Corporate Services
Location/Address: N/A
Name of Applicant: N/A
Author Disclosure of Interest: Nil

REPORT PURPOSE

To report on the status of the Financial Management Review Improvement Plan.

BACKGROUND

Pursuant to Regulation 5(2)(c) of the Local Government (Financial Management) Regulation 1996 (as amended) the CEO is to undertake a review of the Financial Management.

In June 2019 Moore Stephens undertook this review for the CEO and the report was presented to the Audit Committee on the 23rd August and subsequently at the Ordinary Council Meeting dated 22nd November 2019.

From this report a Financial Management Review (FMR) Improvement Plan was created and entered into Council's CAMMS Strategic Planning software for monitoring.

COMMENTS/OPTIONS/DISCUSSIONS

Attached is a copy of the CAMMS reporting document.

Currently 15 actions are reported on. Of these 87% are on target, 7% are being monitored and 7% are off target.

STATUTORY IMPLICATIONS/REQUIREMENTS

Regulation 5(2)(c) of the Local Government (Financial Management) Regulation 1996 (as amended).

POLICY IMPLICATIONS

Nil

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STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

- G1 Provide efficient, accountable and ethical governance.
- G1.1 *Enhance governance capability to deliver sustainable outcomes, roads and buildings*

RISK MANAGEMENT CONSIDERATIONS

As set out in the CAMMS reporting for each action item.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

VOTING REQUIREMENTS

Simple.

OFFICER AND COMMITTEE RECOMMENDATION

MOVED: Cr Lynette Craigie OAM, **SECONDED:** Cr Karen Lockyer

That Council review and receive the CAMMS Financial Management Review Improvement Plan status report as presented at *Appendix 1*

CARRIED UNANIMOUSLY

To be actioned by Ms Sian Appleton, Executive Manager Corporate Services

**Appendix 1
FMR Status Report – January 2020**



Action and Task Progress Report

Shire of East Pilbara

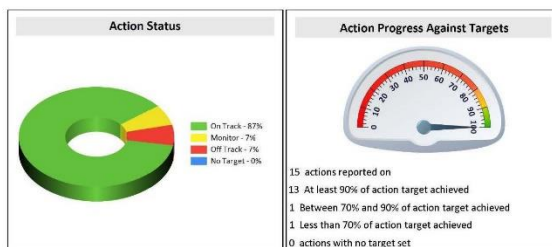


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OVERVIEW



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AUDIT COMMITTEE

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Shire of East Pilbara

Action and Task Progress Report

ACTION PLANS

GREEN

AMBER

RED

NO TARGET SET

At least 90% of action target achieved

Between 70% and 90% of action target achieved

Less than 70% of action target achieved

No target set

* Dates have been revised from the Original dates

Commercial Services

Procurement and Contracts

9.1 Procurement

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.119 FMR - "Remind" authorised officers of the need to ensure purchase orders are raised prior to the time of authorising works / services or ordering goods. PURCHASE, PAYMENT AND PAYABLES. MEDIUM RISK	Dawn Rondhi - Contract Procurement Officer	Completed	13-Oct-2019	30-Jun-2020	100.00%	25.00%	GREEN

ACTION PROGRESS COMMENTS:

Procurement refresher training is currently being organised by the Procurement department.

7/1/20 - Reminder emails are sent to all staff to remind staff of the requirement to raise PO's at the time the services are engaged/goods ordered not when the invoice is received.

Internal Audits of POs are conducted and staff are sent a formal breach notice if they are raising PO's incorrectly/contrary to the Procurement Policy.

11/2/20 - Internal Audits are ongoing

Last Updated: 11-Feb-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.127 FMR - Ensure all purchases with a consideration worth more than \$150,000 incur a public tender process. TENDER PROCESS. HIGH RISK	Dawn Rondhi - Contract Procurement Officer	In Progress	13-Oct-2019	30-Jun-2020	75.00%	25.00%	GREEN

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ACTION PROGRESS COMMENTS:
7/1/20 - Internal audits of POs are taking place to ensure this is taking place. Staff are also made aware of both the Shire's Procurement Policy and the Act/Regs when undergoing their WALGA Procurement Training. Have highlighted some ongoing service / laboring works will need to be awarded via a tender process.
11/2/20 - Internal audits still taking place.
Last Updated: 11-Feb-2020

Corporate Services

Corporate Services

20.1 Financial Services

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.114 FMR - Independently review monthly bank reconciliations for reserve bank accounts BANK RECONCILIATIONS MEDIUM RISK	Lisa Davis- Manager Corporate Services	Completed	13-Oct-2019	30-Jun-2020	100.00%	100.00%	 GREEN

ACTION PROGRESS COMMENTS:
Bank reconciliations are now independently reviewed - from 01/04/2019.
Last Updated: 13-Oct-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.115 FMR - Prepare bank reconciliations for trust bank account regularly. BANK RECONCILIATIONS MEDIUM RISK	Lisa Davis- Manager Corporate Services	Completed	13-Oct-2019	30-Jun-2020	100.00%	100.00%	 GREEN

ACTION PROGRESS COMMENTS:
Trust bank reconciliations now undertaken monthly.
Last Updated: 13-Oct-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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5.1.1.116 FMR - Trust account deposits should be undertaken either directly or from the municipal account more regularly. TRUST FUNDS HIGH RISK	Lisa Davis - Manager Corporate Services	Completed	13-Oct-2019	30-Jun-2020	100.00%	100.00%	
ACTION PROGRESS COMMENTS: Daily trust transfers undertaken from 01/06/2019. Last Updated: 13-Oct-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.117 FMR - End of day receipting report should be independently reviewed and signed off. RECEIPTS AND RECEIVABLES MEDIUM RISK	Lisa Davis - Manager Corporate Services	Completed	13-Oct-2019	30-Jun-2020	100.00%	100.00%	
ACTION PROGRESS COMMENTS: All end of day receipting now independently reviewed. Finance Officer does audits on each area once a month. Last Updated: 13-Oct-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.118 FMR - Ensure fees charged are in accordance with adopted schedule of fees and charges. FEES AND CHARGES MEDIUM RISK	Lisa Davis - Manager Corporate Services	Completed	13-Oct-2019	30-Jun-2020	100.00%	100.00%	
ACTION PROGRESS COMMENTS: All debtors batches are now reviewed by the Coordinator Financial Services and matched to the adopted schedule of fees and charges. Last Updated: 13-Oct-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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Action and Task Progress Report

5.1.1.120 FMR - Payroll reconciliations need to be undertaken monthly. PAYROLL HIGH RISK	Lisa Davis - Manager Corporate Services	Completed	13-Oct-2019	30-Jun-2020	100.00%	100.00%	
ACTION PROGRESS COMMENTS: Payroll reconciliations are now undertaken monthly. Last Updated: 13-Oct-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.121 FMR - Reconciliation of borrowing subsidiary ledgers to loans register. BORROWINGS LOW RISK	Lisa Davis - Manager Corporate Services	Completed	13-Oct-2019	30-Jun-2020	100.00%	100.00%	
ACTION PROGRESS COMMENTS: Borrowings are now reconciled quarterly. Last Updated: 13-Oct-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.122 FMR - Credit card statements need to be independently reviewed. CREDIT CARD PROCEDURES MEDIUM RISK	Lisa Davis - Manager Corporate Services	Completed	13-Oct-2019	30-Jun-2020	100.00%	100.00%	
ACTION PROGRESS COMMENTS: The requirement for all credit card statement to be reviewed by a senior staff member has now been added to the end of month creditor checklist. Last Updated: 13-Oct-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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Action and Task Progress Report

5.1.1.123 FMR - Ensure all Shire's fixed assets with a purchase price of below \$5,000 are excluded from the asset register. FIXED ASSETS HIGH RISK	Lisa Davis- Manager Corporate Services	Completed	13-Oct-2019	30-Jun-2020	100.00%	100.00%	
ACTION PROGRESS COMMENTS: This new legislative requirement was adhered to prior to the end of the 19/20 financial year and in future no assets purchased for less than \$5,000 will be included in the Asset Register. Last Updated: 13-Oct-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.124 FMR - Depreciation rates applied to assets must be consistent with the Shire's accounting policies. FIXED ASSETS MEDIUM RISK	Lisa Davis- Manager Corporate Services	In Progress	13-Oct-2019	30-Jun-2020	75.00%	100.00%	
ACTION PROGRESS COMMENTS: 13/10/2019 - The Shire's Accounting policies are currently being reviewed 08/11/2019 - Updated Accounting Policy approved by council. 31/01/2020 - No further update. Last Updated: 13-Feb-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.125 FMR - Money held in investments must comply with the Shire's Investment Policy stating that the maximum held with one institution does not exceed 35%. INVESTMENTS LOW RISK	Lisa Davis- Manager Corporate Services	In Progress	13-Oct-2019	30-Jun-2020	60.00%	100.00%	
ACTION PROGRESS COMMENTS: 13/10/2019 - 30% of money transferred from BankWest to Bendigo Bank. A further 35% needs to be moved to another institution. 08/11/2019 - Commonwealth Bank forms received to open new investment account. 31/01/2020 - Forms etc submitted. Just waiting for account to transfer.							

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ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.126 FMR - All general journals are to be authorised monthly by a senior staff member. GENERAL JOURNALS HIGH RISK	Lisa Davis - Manager Corporate Services	Completed	13-Oct-2019	30-Jun-2020	100.00%	100.00%	 GREEN

ACTION PROGRESS COMMENTS:
From July 2019 the system generated general journal report is independently reviewed by a senior staff member.
Last Updated: 13-Oct-2019

Strategic and Business Planning

2.1 Risk Management and IPR

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.25 I7D and FMR - Review and update the Disaster Recovery Plan, identifying and documenting key ICT risks along with the treatments to reduce the risk to an acceptable level. HIGH RISK	Sian Appleton - Executive Manager - Corporate Services	In Progress	17-Feb-2019	31-Dec-2021	10.00%	0.00%	 GREEN

ACTION PROGRESS COMMENTS:
31/07/2019 - Resources allocated to project. Scope currently being created. Working with our IT consultants regarding the IT portion of the plan.
08/11/2019 - Coordinator IT since resigned. EMCs working with IT consultant to finalise this project.
Last Updated: 02-Dec-2019

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4.1.3 STATUS OF RISK REGISTER, RISK CONTROLS AND ACTIONS

Attachments:	Appendix 1 – Risk Status Report Jan 2020 Appendix 2 – Risk Control Report Jan 2020
Responsible Officer:	Ms Sian Appleton Executive Manager Corporate Services
Author:	Ms Sian Appleton Executive Manager Corporate Services
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

To present the status of the Council's risk register, risk controls and risk actions.

BACKGROUND

Pursuant to Regulation 17 of the *Local Government (Audit) regulations 1996*, the Chief Executive Officer is to review the Shire's systems and procedures in relation to risk management, internal control and legislative compliance, at least every 2 years. In 2019, the Shire engaged Moore Stephens to undertake this review.

One of the improvements suggested by Moore Stephens is that the Audit Committee receive quarterly reports of identified high and extreme strategic and operational risks.

At the 22 November 2019 the Audit committee was presented with the updated Risk Control Report. From this report additional actions have been identified to further mitigate the 16 identified corporate risks and these are also reported on.

COMMENTS/OPTIONS/DISCUSSIONS

The presented reports show the following.

1. Risk Status report showing -
 - Inherent, current and future risk on each of the 16 risk profiles
 - Further risk actions and the status and progress comments of each action.
2. Risk Control Overview Report showing –
 - All current controls against Risk Profiles

STATUTORY IMPLICATIONS/REQUIREMENTS

Regulation 17 of the *Local Government (Audit) Regulations 1996*.

POLICY IMPLICATIONS

Risk Management Policy
Risk Management Procedures

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STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

- G1 Provide efficient, accountable and ethical governance.
- G1.1 *Enhance governance capability to deliver sustainable outcomes, roads and buildings*

RISK MANAGEMENT CONSIDERATIONS

To monitor and mitigate all corporate risk.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

VOTING REQUIREMENTS

Simple.

OFFICER AND COMMITTEE RECOMMENDATION

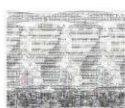
MOVED: Cr Lynette Craigie OAM, **SECONDED:** Cr Karen Lockyer

That Council review and receive the CAMMS Risk Status Report and Risk Control Overview Report as presented in Appendix 1 and 2.

CARRIED UNANIMOUSLY

To be actioned by Ms Sian Appleton, Executive Manager Corporate Services

**Appendix 1
Risk Status Report – January 2020**



SHIRE OF EAST PILBARA

Risk Status Report

Shire of East Pilbara

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Print Date: 13-Feb-2020

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Shire of East Pilbara

Risk Status Report

CR-100 Misconduct

Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Minor	Moderate
	Likelihood	Possible	

Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Minor	Low
	Likelihood	Unlikely	

Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Minor	Low
	Likelihood	Unlikely	

Effectiveness of Controls: Satisfactory

Solutions	Responsible Officer	Start Date	End Date	Current Status Report		Completion Date
				Progress Comments	% Complete	
Annual Review Authorisation and Delegations Manual	Kylie Bergmann	01-07-2019	30-04-2020		10%	
Batch Authority Report	Lisa Davis	01-07-2019	30-06-2020		100%	
Change of Bank Account Detail Forms	Lisa Davis	01-07-2019	30-06-2020		100%	
Credit Card Authority Form / Policy / Agreements	Lisa Davis	01-07-2019	30-06-2020		100%	
New Creditor Form	Lisa Davis	01-07-2019	30-06-2020		100%	
Retrospective PO forms	Lisa Davis	01-07-2019	30-06-2020		100%	
Review of Code of Conduct Annually	Kylie Bergmann	01-11-2019	29-05-2020		10%	
Review Procurement Process Annually	Dawn Ronchi	01-07-2019	30-06-2020	7/1/20 - Noting any highlighted issues that come to light through the internal auditing of POs process - and if Policy needs updating as a result with update the Policy prior to the end of the financial year when the Policy Manual is submitted for adoption. Presently no changes required, other than removal of "PO book being utilized" to reflect that PO books are no longer used and POs are raised electronically. 11/2/20 - As above - only change to be made in Policy.	75%	
Work Instructions	Lisa Davis	01-07-2019	30-06-2020		100%	

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Shire of East Pilbara		Risk Status Report	
CR102 Providing Inaccurate Advice / Information			
Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Major	High
	Likelihood	Possible	
Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Major	Moderate
	Likelihood	Unlikely	
Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Major	Moderate
	Likelihood	Unlikely	

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Risk Status Report

CR103 Environmental Management

Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	High
	Likelihood	Likely	
Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	High
	Likelihood	Likely	
Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Possible	

Effectiveness of Controls: Weak

Solutions	Responsible Officer	Start Date	End Date	Current Status Report		Completion Date
				Progress Comments	% Complete	
Review operating arrangement for the Landfill sites at Nullagine and Marble Bar	Oliver Schaefer	31-05-2018	30-06-2020		10%	
Waste Water Treatment Plan	Hope Iyamu	01-07-2019	30-06-2020	The scope for the Environmental Impact Assessment of the Newman Wastewater Treatment Plant is in progress. A meeting with the relevant Executive members is on 13th February 2020. Also, the proposed upgrade works are still in its planning stages.	10%	

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Risk Status Report

CR104Errors, Omissions and Delays

Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Possible	

Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Possible	

Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Possible	

Effectiveness of Controls: Satisfactory

Solutions	Responsible Officer	Start Date	End Date	Current Status Report		Completion
				Progress Comments	% Complete	Date
Identify and develop document procedures where relevant for Technical Services	Raees Rasool	01-08-2019	30-06-2020		10%	

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Risk Status Report

CR105 External Theft and Fraud

Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	High
	Likelihood	Likely	
Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	High
	Likelihood	Likely	
Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Possible	

Effectiveness of Controls: Some Weaknesses

Solutions	Responsible Officer	Start Date	End Date	Current Status Report		Completion Date
				Progress Comments	% Complete	
Finalise community Safety Plan and have endorsed by Council	Brent Stein	31-05-2018	30-06-2020	Awaiting completion of BHP Crime Prevention Project to enable the Shire to assess its current infrastructure and services.	10%	
Review of CCTV coverage	Brent Stein	01-07-2019	30-04-2020		0%	

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Risk Status Report

CR-106 Fulfilling Statutory, Regulatory or Compliance Requirements

Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Possible	
Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Possible	
Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Possible	

Solutions	Responsible Officer	Start Date	End Date	Current Status Report		Completion Date
				Progress Comments	% Complete	
Compliance Calendar to be entered into CAMMS and tabled monthly at EMT meeting	Sian Appleton	01-11-2019	29-05-2020	11/02/2020 - Partly entered. Will be completed by end of March and reporting will then begin.	30%	
Review Changes to current Privacy Act	Kylie Bergmann	03-07-2018	12-09-2018		100%	12-09-2018
Work Instruction for the updating of the Compliance Calendar to be completed	Kylie Bergmann	01-11-2019	29-05-2020		10%	

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Risk Status Report

CR-107Employment Practices

Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Possible	
Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Possible	
Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Possible	

Effectiveness of Controls: Some Weaknesses

Solutions	Responsible Officer	Start Date	End Date	Current Status Report		Completion Date
				Progress Comments	% Complete	
Implement HR Module with synergy (training component)	Robin Austen	31-05-2018	28-06-2019		10%	
Major HR Policy Review	Robin Austen	03-06-2019	30-06-2020		10%	
Review Induction process to consider follow up sessions	Robin Austen	31-05-2018	31-03-2020		0%	
Review Performance Review Process	Robin Austen	31-05-2018	30-06-2020		50%	
Review Strategic Workforce Plan	Robin Austen	01-07-2019	30-04-2020	Document draft complete	80%	31-01-2019

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Risk Status Report

CR-108 Safety and Security Practices

Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	High
	Likelihood	Likely	
Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	High
	Likelihood	Likely	
Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	High
	Likelihood	Likely	

Effectiveness of Controls: Some Weaknesses

Solutions	Responsible Officer	Start Date	End Date	Current Status Report		Completion
				Progress Comments	% Complete	Date
Arrange for Audit 4801 to be completed	Robin Austen	03-06-2019	30-06-2020		10%	
Formalise Contractor Management / Induction Process	Ben Lewis	30-05-2018	28-06-2019		100%	31-01-2019
Identify and train wardens	Robin Austen	31-05-2018	15-03-2019		100%	15-03-2019
Investigate water monitoring controls for Cape Keraudren water bore	Vacant - Manager Development - Health	31-05-2018	31-03-2020	UV System installed Monitoring schedule to be determined within resource capability	10%	
Review and improve Incident Management Process	Robin Austen	01-07-2019	30-06-2020		75%	

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Risk Status Report

CR-109 Business and Community disruption

Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Catastrophic	Moderate
	Likelihood	Rare	

Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Catastrophic	Moderate
	Likelihood	Rare	

Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Catastrophic	Moderate
	Likelihood	Rare	

Solutions	Responsible Officer	Start Date	End Date	Current Status Report		Completion Date
				Progress Comments	% Complete	
Continue Skills Training (Staff)	Robin Austen	31-05-2018	28-06-2019		10%	
Continue Skills Training (volunteers)	Brent Stein	31-05-2018	28-06-2019	Volunteers are provided continuous training through the DFES training matrix	100%	08-07-2019
Develop internal BCM procedures and complete desktop exercise	Brent Stein	31-05-2018	30-06-2020	Recovery Exercise conducted with shire staff and key stakeholders in July 2019 - Training and exercise facilitate by WALGA.	10%	
Develop internal BCM procedures and complete desktop scenario exercise (IT)	Brent Stein	01-07-2019	30-06-2020		50%	
Review Business Continuity Framework	Brent Stein	01-11-2019	29-05-2020		0%	
Review current LEMC Plans	Brent Stein	31-05-2018	31-03-2020	Local Recovery Plan to be finalised and endorsed before December 2019	60%	

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Risk Status Report

CR-110IT &/or Communication Systems and Infrastructure

Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Low
	Likelihood	Rare	
Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Low
	Likelihood	Rare	
Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Low
	Likelihood	Rare	

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Risk Status Report

CR-111 Document Management Processes

Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	
	Likelihood	Likely	
Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	
	Likelihood	Possible	
Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	
	Likelihood	Possible	

Effectiveness of Controls: Some Weaknesses

Solutions	Responsible Officer	Start Date	End Date	Current Status Report		Completion Date
				Progress Comments	% Complete	
Award Tender Archive Sheet	Lisa Davis	30-05-2018	01-07-2018		100%	
Develop a formalised review process for procedures	Sian Appleton	30-05-2018	28-06-2019		100%	
Develop a process for tracking activities completed for Work Crews	Vacant - Manager Technical Services Newman	30-05-2018	28-06-2019		10%	
Develop and implement a document / version control process	Lisa Davis	30-05-2018	30-06-2020		50%	
Refresher on requirement to record (log) email correspondence	Lisa Davis	30-05-2018	30-06-2020		1%	
Revisit Style Guide and create templates for employee use (NB: templates to be available in Word / Powerpoint / Excel)	Amanda Curby	30-05-2018	30-06-2020		10%	

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Risk Status Report

CR-112 Asset Sustainability Practices

Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Possible	

Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Unlikely	

Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Unlikely	

Effectiveness of Controls: Weak

Solutions	Responsible Officer	Start Date	End Date	Current Status Report		Completion Date
				Progress Comments	% Complete	
Annual review of Building Asset Management Plans	Lindon Mellor	01-11-2019	31-03-2020	Initial revisions started	1%	
Develop levels of service for various assets (demonstrating value for money /community expectations)	Lindon Mellor	30-05-2018	30-06-2019		75%	
Ensure all shire owned lights and recycled water mains are included in asset register	Raees Rasool	30-05-2018	26-05-2020		100%	12-02-2020
Ensure vehicle management processes are covered in induction process (new/existing staff)	Oliver Schaer	30-05-2018	28-06-2019		0%	
Implement Asset Management System for Buildings and Residences	Lindon Mellor	30-05-2018	30-06-2019	8/8/19 - Implementation of the asset management strategy is ongoing. Routine inspections and conditions assessments are being undertaken for all built infrastructure and works budgeted and tendered accordingly. New Capex works have been approved in the 2019/20 annual budget and the scopes are being finalised so tenders can be advertised in the coming weeks	75%	
Review Asset management Plans to ensure consistency and alignment with LTFP	Lindon Mellor	30-05-2018	30-06-2020		50%	

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Risk Status Report

CR-113Inadequate Engagement Practices

Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	
	Likelihood	Possible	

Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	
	Likelihood	Unlikely	

Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	
	Likelihood	Unlikely	

Effectiveness of Controls: Some Weaknesses

Solutions	Responsible Officer	Start Date	End Date	Current Status Report		Completion Date
				Progress Comments	% Complete	
Develop communication policy	Amanda Curby	30-05-2018	30-06-2020		75%	
Restrict access to Facebook	Amanda Curby	30-05-2018	31-03-2020		10%	

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Risk Status Report

CR-114Project / Change Management

Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Major	
	Likelihood	Possible	
Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Major	
	Likelihood	Unlikely	
Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Major	
	Likelihood	Unlikely	

Effectiveness of Controls: Some Weaknesses

Solutions	Responsible Officer	Start Date	End Date	Current Status Report		Completion
				Progress Comments	% Complete	Date
Formalise the internal Project Management Methodology (Procedures and Reporting)	Vacant - Manager Contracts & Procurement	30-05-2018	31-03-2020		10%	

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Risk Status Report

CR-115 Management of Facilities / Venues / Events

Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Possible	

Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Unlikely	

Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Unlikely	

Effectiveness of Controls: Some Weaknesses

Solutions	Responsible Officer	Start Date	End Date	Current Status Report		Completion
				Progress Comments	% Complete	Date
Assess liability risks associated with fitness Centre (24 hour access) and determine response	Jack Little	30-05-2018	28-06-2019		100%	12-02-2020
Formalise annual audits of venues, facilities and equipment	Jack Little	30-05-2018	30-06-2020		10%	
Implement training and recruitment procedures to secure qualified staff	Robin Austen	30-05-2018	30-06-2020	See Guidelines for both Learning and Development and Recruitment in Shire folders	99%	

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Risk Status Report

CR-116 Supplier / Contract Management

Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Major	
	Likelihood	Possible	
Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	
	Likelihood	Unlikely	
Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	
	Likelihood	Unlikely	

Effectiveness of Controls: Weak

Solutions	Responsible Officer	Start Date	End Date	Current Status Report		Completion Date
				Progress Comments	% Complete	
Conduct Evaluation Training to relevant officers	Vacant - Manager Contracts & Procurement	30-05-2018	30-06-2020		0%	
Conduct refresher procurement training to relevant officers	Vacant - Manager Contracts & Procurement	30-05-2018	28-06-2019		0%	
Review components of cleaning contract prior to formal re-tender	Vacant - Manager Contracts & Procurement	30-05-2018	28-06-2019		100%	12-09-2018



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**Appendix 2
Risk Control Report – January 2020**



Risk Controls Overview Report

Shire of East Pilbara

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Print Date: 13-Feb-2020

Risk Type: Corporate Risk

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Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
CR-100	Misconduct	Accounts Payable Process	Lisa Davis - Manager Corporate Services	Adequate	01/07/2019	01/07/2020
CR-100	Misconduct	Authorisations and Delegations Manual	Kylie Bergmann - Coordinator Governance	Adequate	01/07/2019	01/07/2020
CR-100	Misconduct	Elected Member Code of Conduct	Kylie Bergmann - Coordinator Governance	Adequate	01/11/2019	01/06/2020
CR-100	Misconduct	Governance Software - Attain	Kylie Bergmann - Coordinator Governance	Effective	01/08/2019	01/07/2020
CR-100	Misconduct	Internal Financial Control	Lisa Davis - Manager Corporate Services	Adequate	01/11/2019	01/07/2020
CR-100	Misconduct	IT Policy and Guidelines	Slan Aspeton - Executive Manager - Corporate Services	Adequate	01/07/2019	01/07/2020
CR-100	Misconduct	Procurement and Requisition Process	Vacant - Manager Contracts & Procurement - Manager Contracts and Procurement	Adequate	01/07/2019	01/07/2020
CR-100	Misconduct	Tender and Procurement Policy	Vacant - Manager Contracts & Procurement - Manager Contracts and Procurement	Adequate	01/07/2019	01/07/2020
CR102	Providing Inaccurate Advice / Information	Community Feedback Process (Synergysoft CSR)	Suzy Jones - Customer Services Officer	Effective	01/08/2019	01/07/2020
CR102	Providing Inaccurate Advice / Information	Industry Qualification / Network Groups	Ross Austin - Manager Human Resources	Adequate	01/07/2019	01/07/2020
CR102	Providing Inaccurate Advice / Information	Information / Application Forms	Lisa Davis - Manager Corporate Services	Adequate	01/07/2019	01/07/2020

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Shire of East Pilbara				Risk Controls Overview Report		
Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
CR102	Providing Inaccurate Advice / Information	Qualified / Trained Staff	Robin Austen - Manager Human Resources	Adequate	01/07/2019	01/07/2020
CR102	Providing Inaccurate Advice / Information	Website Content Management	Lisa Clark - Executive Manager - Customer and Community Services	Adequate	01/11/2019	01/07/2020
CR103	Environmental Management	Disease Control Program	Vacant - Manager Development - Health - Development Services - Health	Effective	01/11/2019	01/07/2020
CR103	Environmental Management	Food Safety Program	Vacant - Manager Development - Health - Development Services - Health	Effective	01/11/2019	01/07/2020
CR103	Environmental Management	Landfill / Waste Management Plans and Processes	Hose Iyamu - Manager Waste Services	Adequate	01/11/2019	01/07/2020
CR103	Environmental Management	Monitoring Bores at Landfill Sites	Hose Iyamu - Manager Waste Services	Adequate	01/07/2019	01/07/2020
CR103	Environmental Management	Planning Application Process	David Everett - Manager Development Services - Building	Effective	01/07/2019	01/07/2020
CR103	Environmental Management	Supervision at Landfill Sites (Newman)	Hose Iyamu - Manager Waste Services	Adequate	01/07/2019	01/07/2020
CR103	Environmental Management	Tip Site Septage Ponds Monitoring Process	Hose Iyamu - Manager Waste Services	Adequate	01/07/2019	01/07/2020
CR103	Environmental Management	Waste Water Treatment Process	Hose Iyamu - Manager Waste Services	Adequate	01/07/2019	01/07/2020
CR103	Environmental Management	Water Quality Management	Vacant - Manager Development - Health - Development Services - Health	Effective	01/11/2019	01/07/2020
CR104	Errors, Omissions and Delays	Building Assessment Process	David Everett - Manager Development Services - Building	Adequate	01/08/2019	31/07/2020

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Shire of East Pilbara				Risk Controls Overview Report		
Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
CR104	Errors, Omissions and Delays	Customer Action Request Process	Lisa Davis - Manager Corporate Services	Effective	01/11/2019	01/07/2020
CR104	Errors, Omissions and Delays	Documented Procedures and Checklists	Lisa Davis - Manager Corporate Services	Adequate	01/08/2019	30/06/2020
CR104	Errors, Omissions and Delays	Feedback / Work Request Process	Suzzy Jones - Customer Services Officer	Adequate	01/08/2019	01/07/2020
CR104	Errors, Omissions and Delays	Planning / Building Statutory Processes	David Everett - Manager Development Services - Building	Effective	01/07/2019	01/07/2020
CR104	Errors, Omissions and Delays	Rates Modelling and Billing	Vacant - Rates Revenue Officer - Rates Revenue Finance Officer	Adequate	01/11/2019	01/07/2020
CR104	Errors, Omissions and Delays	Supervisory Oversight	Kylie Bergmann - Coordinator Governance	Adequate	01/07/2019	01/07/2020
CR105	External Theft and Fraud	CCTV	Brent Stein - Manager Community Safety	Adequate	01/07/2019	30/04/2020
CR105	External Theft and Fraud	Floodlighting Shire Assets	London Mellor - Manager Projects & Assets	Adequate	01/08/2019	01/07/2020
CR105	External Theft and Fraud	IT Firewall Systems and Awareness	Justin Hawkins - IT Support Officer	Adequate	01/07/2019	01/07/2020
CR105	External Theft and Fraud	Security Access (major sites)	London Mellor - Manager Projects & Assets	Effective	04/05/2018	17/08/2018
CR105	External Theft and Fraud	Security Access (Information Services)	Sian Appleton - Executive Manager - Corporate Services	Adequate	01/11/2019	01/07/2020
CR105	External Theft and Fraud	Tree Guards	Vacant - Manager Technical Services Newman - Manager Technical Services - Newman	Adequate	01/07/2019	01/07/2020

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Shire of East Pilbara				Risk Controls Overview Report		
Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
CR-103	External Theft and Fraud	Working Relationship with Police	Brent Stein - Manager Community Safety	Effective	01/07/2019	01/07/2020
CR-106	Fulfilling Statutory, Regulatory or Compliance Requirements	Airport Operational Management Processes	George Christlanson - Manager Compliance - Airport	Effective	01/07/2019	01/07/2020
CR-106	Fulfilling Statutory, Regulatory or Compliance Requirements	Compliance Calendar	Kylie Bergmann - Coordinator Governance	Adequate	01/08/2019	01/07/2020
CR-106	Fulfilling Statutory, Regulatory or Compliance Requirements	Financial Reporting Process	Lisa Davis - Manager Corporate Services	Adequate	01/11/2019	01/07/2020
CR-106	Fulfilling Statutory, Regulatory or Compliance Requirements	Induction Process - Contractors	Dawn Ronchi - Contract Procurement Officer	Adequate	01/07/2019	01/07/2020
CR-106	Fulfilling Statutory, Regulatory or Compliance Requirements	Induction Process - Councilors	Kylie Bergmann - Coordinator Governance	Adequate	01/07/2019	01/07/2020
CR-106	Fulfilling Statutory, Regulatory or Compliance Requirements	Induction Process - Staff	Robin Austen - Manager Human Resources	Adequate	01/07/2019	01/07/2020
CR-106	Fulfilling Statutory, Regulatory or Compliance Requirements	Operational Management Process (Aquatic Centre)	Jack Little - Manager Recreation & Events	Adequate	01/07/2019	01/07/2020
CR-106	Fulfilling Statutory, Regulatory or Compliance Requirements	Public Building Management	David Everett - Manager Development Services - Building	Adequate	01/07/2019	01/07/2020
CR-106	Fulfilling Statutory, Regulatory or Compliance Requirements	Staff Network Channels (MBA, HIA, Dot)	Robin Austen - Manager Human Resources	Adequate	01/07/2019	01/07/2020
CR-106	Fulfilling Statutory, Regulatory or Compliance Requirements	Subscriptions (SAI Global, BCA, State Publisher, WALGA, State Gazette)	Kylie Bergmann - Coordinator Governance	Adequate	01/07/2019	01/07/2020
CR-106	Fulfilling Statutory, Regulatory or Compliance Requirements	Tender and Procurement Policy	Vacant - Manager Contracts & Procurement - Manager Contracts and Procurement	Effective	01/07/2019	01/07/2020

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Shire of East Pilbara				Risk Controls Overview Report		
Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
CR-107	Employment Practices	Human Resources Staff Procedures Manual	Robin Austen - Manager Human Resources	Adequate	01/07/2019	01/07/2020
CR-107	Employment Practices	Induction Process - Staff	Robin Austen - Manager Human Resources	Adequate	01/07/2019	01/07/2020
CR-107	Employment Practices	Performance Management Framework	Robin Austen - Manager Human Resources	Adequate	01/11/2019	01/07/2020
CR-107	Employment Practices	Performance Review Process	Robin Austen - Manager Human Resources	Non Effective	01/07/2019	01/07/2020
CR-107	Employment Practices	Recruitment and Selection Guidelines	Robin Austen - Manager Human Resources	Effective	01/11/2019	01/07/2020
CR-107	Employment Practices	Staff Exit Process	Robin Austen - Manager Human Resources	Adequate	01/11/2019	01/07/2020
CR-107	Employment Practices	Staff Training and Development	Robin Austen - Manager Human Resources	Adequate	01/07/2019	01/07/2020
CR-107	Employment Practices	Strategic Workforce Plan	Robin Austen - Manager Human Resources	Adequate	01/07/2019	01/07/2020
CR-107	Employment Practices	Succession Planning / Multi Skilling Practices	Robin Austen - Manager Human Resources	Non Effective	01/07/2019	01/07/2020
CR-108	Safety and Security Practices	Asbestos Management Program (Register and Plan)	Lindon Mellor - Manager Projects & Assets	Adequate	01/06/2019	29/02/2020
CR-108	Safety and Security Practices	Conduct Audit 4801	Robin Austen - Manager Human Resources	Non Effective	01/11/2019	30/06/2020
CR-108	Safety and Security Practices	Hazard Management and Safe Work Practices	Robin Austen - Manager Human Resources	Adequate	01/07/2019	01/07/2020

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Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date		
CR-108	Safety and Security Practices	Incident and Investigation Process	Robin Austen - Manager Human Resources	Adequate	01/07/2019	01/07/2020		
CR-108	Safety and Security Practices	Induction Process - Contractors	Vacant - Manager Contracts & Procurement - Manager Contracts and Procurement	Adequate	01/07/2019	01/07/2020		
CR-108	Safety and Security Practices	Induction Process - Staff	Robin Austen - Manager Human Resources	Adequate	01/07/2019	01/07/2020		
CR-108	Safety and Security Practices	OH&S Workplace Consultation	Robin Austen - Manager Human Resources	Non Effective	01/11/2019	01/07/2020		
CR-108	Safety and Security Practices	OHS Management Framework	Robin Austen - Manager Human Resources	Adequate	01/07/2019	01/07/2020		
CR-108	Safety and Security Practices	Organisational Emergency Management	Brent Stein - Manager Community Safety	Adequate	01/07/2019	01/07/2020		
CR-108	Safety and Security Practices	Sentinel Chickens Program	Vacant - Manager Development - Health - Development Services - Health	Effective	01/07/2019	01/07/2020		
CR-108	Safety and Security Practices	Staff Individual Training Plans	Robin Austen - Manager Human Resources	Non Effective	11/05/2018	17/08/2018		
CR-108	Safety and Security Practices	Training and Supervision	Robin Austen - Manager Human Resources	Adequate	01/11/2019	01/07/2020		
CR-108	Safety and Security Practices	Warcen Training for all Sites	Robin Austen - Manager Human Resources	Non Effective	01/07/2019	01/07/2020		
CR-108	Safety and Security Practices	Water Monitoring Controls for Cape Keraudren Water Bore	Vacant - Manager Development - Health - Development Services - Health	Adequate	01/07/2019	01/07/2020		

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Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date		
CR-109	Business and Community disruption	Business Continuity Framework (Policy and Procedures)	Brent Stein - Manager Community Safety	Non Effective	01/07/2019	30/04/2020		
CR-109	Business and Community disruption	Business Continuity Plan and Annual Exercises	Brent Stein - Manager Community Safety	Non Effective	01/08/2019	30/04/2020		
CR-109	Business and Community disruption	LEMAC and Recovery Plans and Exercises	Brent Stein - Manager Community Safety	Adequate	11/05/2018	17/08/2018		
CR-109	Business and Community disruption	Qualified / Trained Staff	Robin Austen - Manager Human Resources	Adequate	01/07/2019	01/07/2020		
CR-109	Business and Community disruption	Volunteer Management and Training	Brent Stein - Manager Community Safety	Adequate	01/07/2019	01/07/2020		
CR-110	IT &/or Communication Systems and Infrastructure	Disaster Recovery Plan (ICT)	Sian Aspleton - Executive Manager - Corporate Services	Adequate	01/07/2019	01/07/2020		
CR-110	IT &/or Communication Systems and Infrastructure	ICT Asset Management Program	Sian Aspleton - Executive Manager - Corporate Services	Adequate	01/11/2019	01/07/2020		
CR-110	IT &/or Communication Systems and Infrastructure	Information Security Framework	Sian Aspleton - Executive Manager - Corporate Services	Adequate	01/11/2019	01/07/2020		
CR-110	IT &/or Communication Systems and Infrastructure	IT Infrastructure Security	Sian Aspleton - Executive Manager - Corporate Services	Effective	01/11/2019	01/07/2020		
CR-111	Document Management Processes	Records Management System	Lisa Davis - Manager Corporate Services	Adequate	01/11/2019	01/07/2020		
CR-111	Document Management Processes	Training of Staff on Induction in records	Lisa Davis - Manager Corporate Services	Adequate	01/11/2019	01/07/2020		
CR-112	Asset Sustainability Practices	Building Maintenance Program	Union Mellor - Manager Projects & Assets	Adequate	01/08/2019	01/07/2020		
CR-112	Asset Sustainability Practices	Parks, Open Spaces & Playgrounds Maintenance Program	Races Rasool - Executive Manager Infrastructure Services	Adequate	01/11/2019	01/07/2020		

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Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
CR-112	Asset Sustainability Practices	Plant & Vehicle Maintenance Program	Oliver Schaefer - Manager Technical Services - Rural	Adequate	01/11/2019	01/07/2020
CR-112	Asset Sustainability Practices	Roads, Drainage & Footpath Maintenance Program	Raees Rastool - Executive Manager Infrastructure Services	Effective	01/11/2019	01/07/2020
CR-114	Project / Change Management	Project Approval, Allocation and Management	L'ncan Mellor - Manager Projects & Assets	Not Rated	01/11/2019	01/07/2020
CR-114	Project / Change Management	Project Status Reporting	L'ncan Mellor - Manager Projects & Assets	Not Rated	01/11/2019	01/07/2020
CR-115	Management of Facilities / Venues / Events	External Events Process	Han-Mari Roets - Coordinator Club & Events	Adequate	01/11/2019	01/07/2020
CR-115	Management of Facilities / Venues / Events	Facility Booking System	Suzi Jones - Customer Services Officer	Effective	01/11/2019	01/07/2020
CR-115	Management of Facilities / Venues / Events	Internal Events Process	Han-Mari Roets - Coordinator Club & Events	Adequate	01/11/2019	01/07/2020
CR-115	Management of Facilities / Venues / Events	Recreation Centre Booking System	Cary Williams - Coordinator Recreation Services	Effective	01/11/2019	01/07/2020
CR-116	Supplier / Contract Management	Contract Management Process	Bon Lewis - Executive Manager - Commercial Services	Adequate	01/08/2019	01/07/2020
CR-116	Supplier / Contract Management	Procurement Management Process	Dawn Ronchi - Contract Procurement Officer	Effective	01/11/2019	01/07/2020

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4.1.4 COMPLIANCE AUDIT REPORT 2019

File No: LEG-1-11
Attachments: Appendix 1 – Compliance Audit Return 2019
Responsible Officer: Ms Sian Appleton
Executive Manager Corporate Services
Author: Mrs Lisa Davis
Manager Corporate Services
Location/Address: N/A
Name of Applicant: N/A
Author Disclosure of Interest: Nil

REPORT PURPOSE

To seek Council's comment on and receivable of the Local Government Compliance Audit Return ("CAR") for the period 1 January 2019 to 31 December 2019.

BACKGROUND

Council must complete an annual audit of compliance with statutory requirements

The Compliance Audit Return is a checklist of compliance with statutory obligations relating to the provision of services by, and the management of, a local government.

The *Local Government Act 1995* requires that each local government is to carry out a compliance audit for the period 1 January to 31 December each year, against the requirements included in the CAR for the year.

After the completion of the CAR the following should occur:

- the Audit Committee is to review the CAR;
- the CAR is to then be presented to a subsequent meeting of Council;
- the CAR is to be adopted by the Council before 31 March;
- the adoption is to be recorded in the minutes of the meeting at which it is adopted; and
- a certified copy of the return, along with the relevant section of the minutes and any additional information explaining or qualifying the compliance audit, is to be submitted to the Department of Local Government by 31 March.

COMMENTS/OPTIONS/DISCUSSIONS

Over previous years this Council has produced the report by using either an independent consultant or doing the report in house. On this occasion the Compliance Audit has been completed in house by the Manager Corporate Services.

The current format of the audit has eleven sections. It includes an optional questions area of the report and has been included as part of the 2019 audit.

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2019 CAR Section Name	Yes Answers	No Answers	Not Applicable Answers	Total Answers
Commercial Enterprises by Local Governments	0	0	5	5
Delegation of Power/Duty	9	0	4	13
Disclosure of Interest	15	2	2	19
Disposal of Property	0	0	2	2
Elections	2	0	0	2
Finance	11	0	3	14
Integrated Planning and Reporting	6	0	1	7
Local Government Employees	0	0	5	5
Official Conduct	5	0	1	6
Optional Questions	4	0	0	4
Tenders for providing Goods and Services	11	3	13	27
Total	63	5	36	104

There has been five areas identified whereby a "No" answer has been recorded and these are set out below.

Disclosure of Interest

- "Was an annual return lodged by all designated employees by 31 August 2019"
- "On receipt of a primary or annual return, did the CEO, (or Major/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return?"

Comment Some of the acknowledgments were made by the Coordinator Governance using the automated Attain computer system.

Tenders for providing Goods and Services

- "Did the local government invite tenders on all occasion where the consideration under the contract was, or was expected to be, worth more than the consideration stated in the regulation 11(1)."
- "Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract?."

Comment One contract was highlighted in this area due to Council paying over the allowed threshold of \$150,000 and the tender process had not been adequately completed.

- "Did the local government comply with its current purchasing policy in relation to the supply of goods and services where the consideration under the contract is, or is expected to be \$150,000 or less or worth \$150,000 or less?"

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Comment The Procurement department undertake audits on purchasing which has highlighted some breaches in this area.

STATUTORY IMPLICATIONS/REQUIREMENTS

Part 7 – Audit (Division 4 – General) 7.13. Regulations as to audits (pg 274)

- 1 Regulations may make provision –
 - (i) Requiring local governments to carry out...an audit of compliance as prescribed.

Regulation 13 of the *Local Government (Audit) Regulations* prescribes the item to be subject to an audit.

Regulation 14 of the *Local Government (Audit) Regulations* states that a compliance audit shall be prepared and lays out the form and manner of its preparation

Regulation 15 of the *Local Government (Audit) Regulations* deals with the return of the compliance audit to the Department of Local Government after its presentation to the Audit Committee and Council.

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

- G1 Provide efficient, accountable and ethical governance.
 - G1.1 *Enhance governance capability to deliver sustainable outcomes, roads and buildings*

RISK MANAGEMENT CONSIDERATIONS

Legislative – Medium

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER & COMMITTEE RECOMMENDATION

MOVED: Cr Karen Lockyer, **SECONDED:** Cr Lynette Craigie OAM

That Council adopt the Compliance Audit Return for the calendar year 1 January 2019 to 31 December 2019.

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CARRIED UNANIMOUSLY

To be actioned by Mrs Lisa Davis, Manager Corporate Services

**Appendix 1
Compliance Audit Return 2019**

SHIRE OF EAST PILBARA
AUDIT COMMITTEE

28 FEBRUARY, 2020

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

East Pilbara - Compliance Audit Return 2019

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2019?	N/A		Lisa Davis
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2019?	N/A		Lisa Davis
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2019?	N/A		Lisa Davis
4	s3.59(4)	Has the local government complied with public notice and publishing requirements of each proposal to commence a major trading undertaking or enter into a major land transaction for 2019?	N/A		Lisa Davis
5	s3.59(5)	Did the Council, during 2019, resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Lisa Davis

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



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Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority?	N/A		Lisa Davis
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing?	N/A		Lisa Davis
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17?	N/A		Lisa Davis
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations?	N/A		Lisa Davis
5	s5.18	Has Council reviewed delegations to its committees in the 2018/2019 financial year?	Yes	OCM 29 June 2018	Lisa Davis
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act?	Yes		Lisa Davis
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority?	Yes	OCM 29 June 2018	Lisa Davis
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing?	Yes		Lisa Davis
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Lisa Davis
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes		Lisa Davis
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees?	Yes		Lisa Davis
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2018/2019 financial year?	Yes		Lisa Davis
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required?	Yes		Lisa Davis
Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68)?	Yes		Lisa Davis
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings?	Yes		Lisa Davis

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No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made?	Yes		Lisa Davis
4	s5.73	Where the CEO had an interest relating to a gift under section 5.71A(1), was written notice given to the Council?	N/A		Lisa Davis
5	s5.73	Where the CEO had an interest relating to a gift in a matter in respect of a report another employee is providing advice on under section 5.71A (3), was the nature of interest disclosed when the advice or report was provided?	N/A		Lisa Davis
6	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day?	Yes		Lisa Davis
7	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day?	Yes		Lisa Davis
8	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2019?	Yes		Lisa Davis
9	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2019?	No		Lisa Davis
10	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return?	No		Lisa Davis
11	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76?	Yes		Lisa Davis
12	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28?	Yes		Lisa Davis
13	s5.89A Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under section 5.71A, in the form prescribed in Administration Regulation 28A?	Yes		Lisa Davis
14	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76?	Yes		Lisa Davis
15	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee?	Yes		Lisa Davis

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No	Reference	Question	Response	Comments	Respondent
16	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes?	Yes		Lisa Davis
17	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report?	Yes		Lisa Davis
18	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee?	Yes		Lisa Davis
19	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees?	Yes		Lisa Davis

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5))?	N/A		Lisa Davis
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A		Lisa Davis

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1) (2)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates?	Yes		Lisa Davis
2	Elect Reg 30G(3) & (4)	Did the CEO remove any 'disclosure of gifts' forms relating to an unsuccessful candidate or a successful candidate that completed the term of office from the electoral gift register, and retain those forms separately for a period of at least 2 years?	Yes		Lisa Davis

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



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Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		Lisa Davis
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A		Lisa Davis
3	s7.3(1)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor, a registered company auditor?	Yes		Lisa Davis
4	s7.3(1), 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council?	Yes		Lisa Davis
5	Audit Reg 10	Was the Auditor's report(s) for the financial year(s) ended 30 June received by the local government within 30 days of completion of the audit?	Yes		Lisa Davis
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2019 received by the local government by 31 December 2019?	Yes		Lisa Davis
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government, ensure that appropriate action was undertaken in respect of those matters?	Yes		Lisa Davis
8	S7.12A (4)	Where the auditor identified matters as significant in the auditor's report (prepared under s7.9(1) of the Act), did the local government prepare a report stating what action had been taken or it intended to take with respect to each of the matters and give a copy to the Minister within 3 months after receipt of the audit report?	N/A		Lisa Davis
9	S7.12A (5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	N/A		Lisa Davis
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit?	Yes		Lisa Davis
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit?	Yes		Lisa Davis

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No	Reference	Question	Response	Comments	Respondent
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit?	Yes		Lisa Davis
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor?	Yes		Lisa Davis
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor?	Yes		Lisa Davis

Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	Item 9.2.5 - 22nd Feb 2019	Lisa Davis
2	s5.56 Admin Reg 19DA (4)	Has the local government reviewed the Corporate Business Plan in the 2018-2019 Financial Year. If Yes, please provide date of Council meeting the review was adopted at?	Yes	Item 10.2.3 - 28th June 2019	Lisa Davis
3	s5.56 Admin Reg 19C	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	Item 2.2.3 - 23rd Nov 2018	Lisa Davis
4	s5.56 Admin Reg 19C (4)	Has the local government reviewed the current Strategic Community Plan. If Yes, please provide date of most recent review by Council in Comments. Note: If the current Strategic Community Plan was adopted after 1/1/2016, please respond N/A and provide adoption date in Comments?	N/A		Lisa Davis
5	S5.56 Admin Reg 19DA (3)	Has the local government developed an Asset Management Plan(s) that covers all asset classes. If Yes, please provide the date of the most recent Plan adopted by Council in Comments?	Yes	Item 11.1.1 - 30th June 2014	Lisa Davis
6	S5.56 Admin Reg 19DA (3)	Has the local government developed a Long Term Financial Plan. If Yes, please provide the adoption date of the most recent Plan in Comments?	Yes	Item 9.2.8 - 28th June 2013	Lisa Davis
7	S5.56 Admin Reg 19DA (3)	Has the local government developed a Workforce Plan. If Yes, please provide adoption date of the most recent Plan in comments?	Yes	Item 9.2.5 - 28th July 2017	Lisa Davis

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SHIRE OF EAST PILBARA
AUDIT COMMITTEE

28 FEBRUARY, 2020

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A		Lisa Davis
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A?	N/A		Lisa Davis
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4)?	N/A		Lisa Davis
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only)?	N/A		Lisa Davis
5	s5.37(2)	Did the CEO inform Council of each proposal to employ or dismiss a designated senior employee?	N/A		Lisa Davis

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SHIRE OF EAST PILBARA
AUDIT COMMITTEE

28 FEBRUARY, 2020

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer?	N/A		Lisa Davis
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c)?	Yes		Lisa Davis
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made?	Yes		Lisa Davis
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint?	Yes		Lisa Davis
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred?	Yes		Lisa Davis
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c)?	Yes		Lisa Davis

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SHIRE OF EAST PILBARA
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28 FEBRUARY, 2020

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Local Government (Financial Management) Regulation 5 (2)(c) within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	Yes		Lisa Davis
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulation 17 within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	Yes		Lisa Davis
3	Financial Management Reg 5A.	Did the local government provide AASB 124 related party information in its annual report(s) tabled at an electors meeting(s) during calendar year 2019?	Yes		Lisa Davis
4	S6.4(3)	Did the local government submit to its auditor by 30 September 2019 the balanced accounts and annual financial report for the year ending 30 June 2019?	Yes		Lisa Davis

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2))?	No	Sanitation Pump Outs CR 101/93	Lisa Davis
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract?	No		Lisa Davis
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice?	Yes		Lisa Davis
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16?	Yes		Lisa Davis

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SHIRE OF EAST PILBARA
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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



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No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation?	Yes		Lisa Davis
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16?	Yes		Lisa Davis
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender?	Yes		Lisa Davis
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria?	Yes		Lisa Davis
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection?	Yes		Lisa Davis
10	F&G Reg 19	Did the CEO give each tenderer written notice advising particulars of the successful tender or advising that no tender was accepted?	Yes		Lisa Davis
11	F&G Reg 21 & 22	Did the local governments advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22?	N/A		Lisa Davis
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice?	N/A		Lisa Davis
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services?	N/A		Lisa Davis
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest, a notice in writing in accordance with Functions & General Regulation 24?	N/A		Lisa Davis
15	F&G Reg 24AC (1) & (2)	Has the local government established a policy on procurement of goods and services from pre-qualified suppliers in accordance with the regulations?	N/A		Lisa Davis
16	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice?	N/A		Lisa Davis
17	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE?	N/A		Lisa Davis

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SHIRE OF EAST PILBARA
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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
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No	Reference	Question	Response	Comments	Respondent
18	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application?	N/A		Lisa Davis
19	F&G Reg 24AD(5)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, given notice of the variation?	N/A		Lisa Davis
20	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications?	N/A		Lisa Davis
21	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria?	N/A		Lisa Davis
22	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG?	N/A		Lisa Davis
23	F&G Reg 24AI	Did the CEO send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted?	N/A		Lisa Davis
24	F&G Reg 24E	Where the local government gave a regional price preference, did the local government comply with the requirements of F&G Reg 24E including the preparation of a regional price preference policy?	Yes		Lisa Davis
25	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy?	Yes		Lisa Davis
26	F&G Reg 11A	Does the local government have a current purchasing policy that comply with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less?	Yes		Lisa Davis

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SHIRE OF EAST PILBARA
AUDIT COMMITTEE

28 FEBRUARY, 2020

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
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No	Reference	Question	Response	Comments	Respondent
27	F&G Reg 11A	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract is, or is expected to be \$150,000 or less or worth \$150,000 or less?	No	As per breach register	Lisa Davis

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, East Pilbara

Signed CEO, East Pilbara

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SHIRE OF EAST PILBARA
AUDIT COMMITTEE

28 FEBRUARY, 2020

4.1.5 FRAUD AND CORRUPTION CONTROL PLAN UPDATE

Attachments:	Appendix 1 – Fraud & Corruption Control Plan Status Update
Responsible Officer:	Ms Sian Appleton Executive Manager Corporate Services
Author:	Ms Sian Appleton Executive Manager Corporate Services
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

To report on the status of the Fraud and Corruption Control Plan.

BACKGROUND

As per the agenda item in the November Committee meeting an action plan has been developed following the performance report on Fraud and Corruption control conducted by the Office of the Auditor General.

From this action plan a Fraud and Corruption Control Improvement Plan was developed entered into Council's CAMMS Strategic Planning software for monitoring.

COMMENTS/OPTIONS/DISCUSSIONS

Attached is a copy of the CAMMS reporting document.

Currently 18 actions are reported on. Of these 83% are on target with 17% on target. It is expected that all actions will be completed by the 30 June 2020.

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil

POLICY IMPLICATIONS

1.15 FRAUD AND CORRUPTION PREVENTION POLICY

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

- G1 Provide efficient, accountable and ethical governance.

RISK MANAGEMENT CONSIDERATIONS

Legislative – Low

**SHIRE OF EAST PILBARA
AUDIT COMMITTEE**

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Financial - Medium

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER AND COMMITTEE RECOMMENDATION

MOVED: Cr Karen Lockyer, SECONDED: Cr Lynette Craigie OAM

That the Audit Committee review and receive the Fraud and Corruption Control Plan update as presented at Appendix 1.

CARRIED UNANIMOUSLY

To be actioned by Ms Sian Appleton, Executive Manager Corporate Services

**Appendix 1
Fraud & Corruption Control Plan – Status
Update**



Action and Task Progress Report

Shire of East Pilbara



005-1378-0001

Print Date: 13-Feb-2020

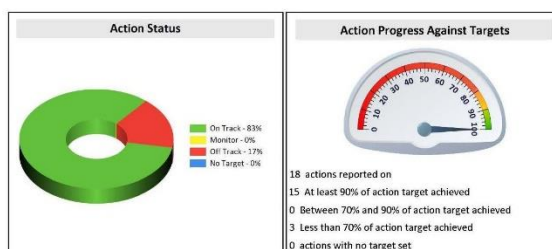
www.cammsgroup.com

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Action and Task Progress Report

OVERVIEW



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SHIRE OF EAST PILBARA
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Shire of East Pilbara

Action and Task Progress Report

ACTION PLANS

GREEN

AMBER

RED

NO TARGET SET

At least 90% of action target achieved

Between 70% and 90% of action target achieved

Less than 70% of action target achieved

No target set

* Dates have been revised from the Original dates

Commercial Services

Procurement and Contracts

9.1 Procurement

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.12 FR - Develop policies and procedures to verify the identity and integrity of suppliers.	Dawn Ronchi - Contract Procurement Officer	Completed	13-Oct-2019	31-Mar-2020	100.00%	0.00%	GREEN
ACTION PROGRESS COMMENTS: 7/1/20 - New Supplier Requests go through a set process, 1. Check with ABN and ASIC to ensure legitimate business, check if gst registered, request copies of current insurances, and also arrange OHS Induction if required. New Supplier Requests are dealt with by three staff members in three different areas - i.e Contract & Procurement Officer, OHS Officer and then the Finance Officer. 11/2/20 - New Supplier Requests Form updated. Last Updated: 11-Feb-2020							

Corporate Services

Human Resources

10.1 Human Resource Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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SHIRE OF EAST PILBARA
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Shire of East Pilbara

Action and Task Progress Report

5.1.1.5 FR - Develop a policy / procedure to verify the identity and integrity of employees	Robin Austen - Manager Human Resources	Completed	01-Jul-2019	31-Mar-2020	100.00%	75.00%	 GREEN
ACTION PROGRESS COMMENTS: Only item now requiring attention is; Consider any gaps in employment history and reasons for those gaps addressed at interview or prior to appointment. This will be included in Recruitment and Selection Guidelines. The Recruitment and Selection Guidelines have now been updated to include all identity and integrity requirements. Last Updated: 13-Feb-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.97 FR - Establish a regular training program to raise and maintain staff awareness on fraud risks. Maintain records of staff participation in those training programs. Include in training package - Code of Conduct, Records, Fraud and Procurement	Robin Austen - Manager Human Resources	In Progress	01-Oct-2018	31-Dec-2020	90.00%	10.00%	 GREEN
ACTION PROGRESS COMMENTS: The Shire has access to the training tools provided by the Public Sector Commission for Accountable and Ethical Decision Making. Additionally, WALGA has training modules for managing Conflicts of Interest that have been delivered to Councillors and is available to staff. Assigned to HRO to liaise with WALGA to provide training in the region. This will be scheduled bi-annually. Last Updated: 13-Feb-2020							
Strategic and Business Planning 2.1 Risk Management and IPR							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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Shire of East Pilbara

Action and Task Progress Report

5.1.1.111 FR - Fraud risks across the organisation are assessed, documents and controls are in place including - Risk Framework - Policy, Procedures, Communication Plan, Risk Register and Controls, Risk Incident Register etc.	Sian Appleton - Executive Manager - Corporate Services	In Progress	13-Oct-2019	30-Jun-2020	75.00%	25.00%	
ACTION PROGRESS COMMENTS: 08/11/2019 - Fraud Framework completed. CG updating policy and procedures. Fraud improvement plan updated in CAMMS. Working through improvement process. 31/01/2020 - Action plan being implemented, monitored and reported on. Training scheduled for staff in February 2020. Last Updated: 13-Feb-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.159 FR - Develop and implement a Fraud Risk register and controls.	Sian Appleton - Executive Manager - Corporate Services	In Progress	22-Oct-2019	30-Jun-2020	30.00%	10.00%	
ACTION PROGRESS COMMENTS: 31/10/2019 - Research being undertaken into the development of the Fraud Risk Register. Assessment of these risks will then be undertaken and listing of current controls. Establishment of new controls as necessary will be developed. 31/11/2019 - This work is continuing. 31/01/2020 - This work is continuing and is currently on target to be completed within timeframes. Last Updated: 13-Feb-2020							
Customer and Community Services							
Customer and Stakeholder Services							
14.3 Stakeholder Management - Collective Impact							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.4 FR - Communicate fraud and corruption awareness through the Staff Newsletter.	Amanda Curby - Media Relations Officer	Completed	01-Jul-2019	31-Dec-2019	100.00%	100.00%	
Executive Services							

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SHIRE OF EAST PILBARA
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Shire of East Pilbara

Action and Task Progress Report

Governance

16.1 Corporate Governance

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.6 FR - Develop a policy outlining the requirements for staff and Councillors when there is an actual or perceived conflict of interest (including interests staff have that may conflict with their daily duties).	Kylie Bergmann - Coordinator Governance	In Progress	01-Jul-2019	31-Mar-2020	80.00%	75.00%	
ACTION PROGRESS COMMENTS: 10/11/2019 - Completion date has been extended to March 2020. Draft policy will be presented to Corporate Discussion at the February 2020 and for adoption by Council at the March 2020 Council Meeting. 11/02/2020 - Draft policy will be presented to the Audit Committee on 28 February 2020, as well as Corporate Discussion on the same date. Last Updated: 12-Feb-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.94 FR and CC - Review the Fraud and Corruption Plan in line with the current schedule - Completed March biannually.	Kylie Bergmann - Coordinator Governance	Not Started	01-Jul-2019	31-Mar-2020	0.00%	0.00%	
ACTION PROGRESS COMMENTS: 10/11/2019 - Review is to be completed in March 2020 in line with current schedule. Last Updated: 10-Nov-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.95 FR - Ensure that all new employees receive Code of Conduct training in their induction, and annually thereafter. Ensure employees sign off annually their understanding of the code of conduct.	Kylie Bergmann - Coordinator Governance	In Progress	01-Jul-2019	31-Dec-2020	50.00%	0.00%	
ACTION PROGRESS COMMENTS:							

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SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

27 MARCH 2020

SHIRE OF EAST PILBARA AUDIT COMMITTEE

28 FEBRUARY, 2020

Shire of East Pilbara

Action and Task Progress Report

10/11/2019 - All new employees do currently receive Code of Conduct training. Program to be developed by March 2020 for re-induction of all current employees and Councillors.
11/02/2020 - Coordinator Governance has been in discussion with LG Professionals and Steven Tweedie re. conducting integrity & Code of Conduct Training. To be discussed with HR for a collaborative/whole of organisation approach.
Last Updated: 12-Feb-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
S.1.1.103 FR - Develop a policy outlining the various avenues on reporting any potential fraud, including anonymous reporting.	Kylie Bergmann - Coordinator Governance	Not Started	01-Jul-2019	31-Mar-2020	0.00%	0.00%	
ACTION PROGRESS COMMENTS: 10/11/2019 - Draft Policy to be presented to Corporate Discussion in February 2020 and for adoption by Council at the March 2020 Council Meeting. 11/02/2020 - Policy requires some further research before it can be presented to Corporate Discussion. Will likely be presented to Corporate Discussion in March 2020 and Council in April 2020. Last Updated: 12-Feb-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
S.1.1.104 FR - Develop a conflict of disclosure form to go with the Conflict of Interest policy.	Kylie Bergmann - Coordinator Governance	In Progress	13-Oct-2019	30-Jun-2020	80.00%	0.00%	
ACTION PROGRESS COMMENTS: 10/11/2019 - to be completed by March 2020. 11/02/2020 - Draft disclosure form is complete. Will be presented to the Audit Committee (along with the draft policy) on 28 February 2020. Will also be presented to Corporate Discussion on that same date. Last Updated: 12-Feb-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
S.1.1.105 FR - Develop a conflict of interest register (for staff and Councillors) to record all conflict of interest.	Kylie Bergmann - Coordinator Governance	Not Started	13-Oct-2019	31-Mar-2020	0.00%	10.00%	
ACTION PROGRESS COMMENTS: 10/11/2019 - To be completed by March 2020. Last Updated: 10-Nov-2019							

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Shire of East Pilbara				Action and Task Progress Report			
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
S.1.1.106 FR - Prioritise the actions listed within the Fraud & Corruption Control Plan.	Jeremy Edwards - Chief Executive Officer	Not Approved	13-Oct-2019	31-Mar-2020	0.00%	0.00%	
Last Updated: 13-Oct-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
S.1.1.107 FR - Ensure that an appropriate level of resources is applied to controlling fraud and corruption risk.	Jeremy Edwards - Chief Executive Officer	Not Approved	13-Oct-2019	30-Jun-2020	0.00%	0.00%	
Last Updated: 13-Oct-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
S.1.1.108 FR - Staff sign yearly understanding of the Code of Conduct.	Kylie Bergmann - Coordinator Governance	Not Approved	13-Oct-2019	31-Dec-2019	0.00%	0.00%	
ACTION PROGRESS COMMENTS: 10/11/2019 - Program to be implemented by March 2020. Last Updated: 10-Nov-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
S.1.1.109 FR - Communicate the internal processes and avenues for reporting any potential fraud including anonymous reporting.	Kylie Bergmann - Coordinator Governance	Not Started	13-Oct-2019	31-Mar-2020	0.00%	25.00%	
ACTION PROGRESS COMMENTS: 10/11/2019 - Process to be documented by March 2020. Last Updated: 10-Nov-2019							
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Shire of East Pilbara				Action and Task Progress Report			
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
S.1.1.110 FR - Develop and implement a Fraud Risk Register to capture, collate and analyse information about potential fraud.	Kylie Bergmann - Coordinator Governance	Not Started	13-Oct-2019	31-Mar-2020	0.00%	25.00%	 RED
ACTION PROGRESS COMMENTS: 10/11/2019 - To be completed by March 2020. Last Updated: 10-Nov-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
S.1.1.113 FR - Fraud risks are reported to the Audit Committee quarterly.	Kylie Bergmann - Coordinator Governance	Completed	13-Oct-2019	31-Dec-2019	100.00%	100.00%	 GREEN
Last Updated: 22-Oct-2019							

SHIRE OF EAST PILBARA
AUDIT COMMITTEE

28 FEBRUARY, 2020

4.1.6 NEW POLICY - CONFLICTS OF INTEREST

Attachments:	Appendix 1 – Draft Conflicts of Interest Policy
Responsible Officer:	Ms Sian Appleton Executive Manager Corporate Services
Author:	Mrs Kylie Bergmann Coordinator Governance
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

For Council to consider adopting a new policy on Conflicts of Interest.

BACKGROUND

Council will recall that in April 2019, the Auditor General conducted a performance audit on the Shire of East Pilbara in regards to fraud prevention. In August 2019, the Office of the Auditor General tabled its report in Parliament. A requirement of that report was that the Shire of East Pilbara submit an action plan within 3 months addressing the Auditor General's concerns in the report. The action plan has previously been tabled to Council (through the Audit Committee).

One of the identified areas of concern is ensuring that conflicts of interest (as between staff) are recorded, assessed and appropriate management plans are in place. There are already processes in place to record conflicts of interest of staff and elected members on matters discussed by Council. But there are no processes in place to capture, assess and manage conflicts of interest staff may come across in their daily duties.

Within our action plan it was identified that a "Conflicts of Interest" policy should be developed to address this concern.

COMMENTS/OPTIONS/DISCUSSIONS

This draft policy is presented to the Audit Committee as it forms part of the action plan following the performance audit on fraud prevention in local government.

Feedback is sought from the Audit Committee, with a view to making a recommendation to Council to adopt this policy.

As per Council's policy on making new policies, this draft policy will be presented to Council through the Corporate Discussion on 28 February 2020.

A copy of the draft policy is attached for the Audit Committee's consideration (**Appendix 1 refers**).

SHIRE OF EAST PILBARA
AUDIT COMMITTEE

28 FEBRUARY, 2020

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil.

POLICY IMPLICATIONS

New Policy making guidelines:

1. Draft policies are to be in standard format and include policy objectives and the policy statement.
2. Discuss reasons for the policy with your supervisor and prepare an amended/final draft.
3. The policy is to be presented and discussed at the Executive Management meeting.
4. The policy is to be presented at the Corporate Discussion for input from Councillors.
5. The policy will then be presented to Council for adoption and inclusion in the Policy Manual.

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

- G1 Provide efficient, accountable and ethical governance.

RISK MANAGEMENT CONSIDERATIONS

That conflicts of interest are not being appropriately identified, assessed and managed.

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

**SHIRE OF EAST PILBARA
AUDIT COMMITTEE**

28 FEBRUARY, 2020

OFFICER & COMMITTEE RECOMMENDATION

MOVED: Cr Karen Lockyer, SECONDED: Cr Lynette Craigie OAM

**That the Audit Committee recommend that the Council adopt the new policy –
Conflict of Interest – as presented below, for inclusion in the Policy Manual.**

CARRIED UNANIMOUSLY

To be actioned by Mrs Kylie Bergmann, Coordinator Governance

**Appendix 1
Draft Conflicts of Interest Policy**

1.1 Conflicts of Interest

Responsible Directorate	Executive
Responsible Officer	Chief Executive Officer
File Number	

Purpose

The purpose of this policy is to assist officers in identifying conflicts of interest and managing those conflicts of interest.

What is a conflict of interest?

A conflict of interest is defined as a situation "...arising from conflict between the performance of public duty and private or personal interests."¹

Conflicts of interest can occur in your everyday work. However, it is important to note that it is not always possible to avoid a conflict of interest and in itself, a conflict of interest is not necessarily wrong or unethical. What is important, however, is to appropriately identify, disclose and effectively manage any **actual, perceived or potential** conflict of interest situations.

Who is responsible for identifying and managing conflicts of interest?

Although the CEO and Executive Managers have a particularly important role in ensuring conflict of interest situations are managed appropriately, identifying a conflict of interest is an **individual responsibility**.

How can officers identify if a conflict of interest exists?

There is no one right way to identify every situation however, a good starting point is for officers to consider the 6Ps:

P ublic duty versus private interests	Do I have personal or private interests that may conflict, or be perceived to conflict with my public duty?
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¹ *Conflict of Interest Guidelines*, The WA Integrity Coordinating Group (a group consisting of the Office of the Auditor General, the Commissioner for Public Sector Standards, the Corruption & Crime Commission and the Ombudsman of Western Australia).

SHIRE OF EAST PILBARA
AUDIT COMMITTEE

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P otentialities	Could there be benefits for me now, or in the future, that could cast doubt on my objectivity?
P erception	How will my involvement in the decision/action be viewed by others? Perception is important.
P roportionality	Does my involvement in the decision appear fair and reasonable in all the circumstances?
P resence of mind	What are the consequences if I ignore a conflict of interest? What if my involvement was questioned publicly?
P romises	Have I made promises or commitments in relation to the matter? Do I stand to gain or lose from the proposed action/decision?

The **attached** Conflict of Interest Assessment Guide may assist officers in determining whether there is an actual or perceived conflict of interest.

How can conflicts of interest be managed appropriately?

There are 6 main options for officers and supervisors to manage conflicts of interest. They are the 6 Rs:

R ecord/Register	Recording the disclosure of a conflict of interest in a register is an important first step however, this does not necessarily resolve the conflict. It may be necessary to assess the situation and determine whether one or more of the following strategies is also required.
R estrict	It may be appropriate to restrict your involvement in the matter, for example, refrain from taking part in debate about a specific issue, abstain from voting on decisions, and/or restrict access to information relating to the conflict of interest. If this situation occurs frequently, and an ongoing conflict of interest is likely, other options may need to be considered.
R ecruit	If it is not practical to restrict your involvement, an independent third party may need to be engaged to participate in, oversee, or review the integrity of the decision-making process.
R emove	Removal from involvement in the matter altogether is the best option when ad hoc or

	recruitment strategies are not feasible, or appropriate.
Relinquish	Relinquishing the personal or private interests may be a valid strategy for ensuring there is no conflict with your public duty. This may be the relinquishment of shares, or membership of a club or association.
Resign	Resignation may be an option if the conflict of interest cannot be resolved in any other way, particularly where conflicting private interests cannot be relinquished.

Procedure for reporting a conflict of interest

1. Complete disclosure form. The officer should:
 - a. Describe the nature of the matter or issue that is the subject of the possible conflict of interest.
 - b. Describe the public duty in question (e.g. involvement in tender process).
 - c. Advise if the identified conflict of interest is actual, perceived or a potential conflict.
 - d. Advise if the type of conflict is a financial, partiality or role conflict.
 - e. Propose a strategy for resolving or managing the conflict situation.
2. Discuss with Manager and outline actions required.
3. Forward disclosure form to governance.
4. Conflict of interest to be recorded in a centralised Conflict of Interest Register which will be maintained by the Governance business unit.
5. Corporate Lawyer to be notified (if required).
6. Parties advised of review and actions to be taken.
7. Follow-ups to be conducted (if required).

**SHIRE OF EAST PILBARA
AUDIT COMMITTEE**

28 FEBRUARY, 2020

5 CONFIDENTIAL MATTERS BEHIND CLOSED DOORS

6 GENERAL BUSINESS

7 DATE OF NEXT MEETING

22 May 2020

8 CLOSURE

8:18am

**10.1.4 APPOINTMENT OF CHIEF BUSH FIRE CONTROL OFFICER AND
AMENDMENT TO DELEGATIONS MANUAL**

Responsible Officer: Mr Jeremy Edwards
Chief Executive Officer

Author: Mrs Kylie Bergmann
Coordinator Governance

Proposed Meeting Date: 27 March 2020

Location/Address: N/A

Name of Applicant: N/A

Author Disclosure of Interest: Nil

REPORT PURPOSE

To amend the 2019-2020 Authorisations and Delegations Manual to reflect the change of appointment to the Chief Bush Fire Control Officer.

BACKGROUND

Currently, Council has delegated to the Chief Executive Officer (**CEO**) to appoint the Department of Fire & Emergency Services (**DFES**) Hedland Area Officer as the Chief Bush Fire Control Officer for the Shire of East Pilbara.

Council will recall that it has entered into a Memorandum of Understanding with DFES for the management and control of bush fire brigades and bush fire response within the Pilbara region.

COMMENTS/OPTIONS/DISCUSSIONS

DFES has recently gone through a restructure of operational positions and the position of "Hedland Area Officer" has been renamed to "Area Officer De Grey". The Authorisations and Delegations Manual must therefore be amended to reflect this change.

STATUTORY IMPLICATIONS/REQUIREMENTS

Part 5 – Administration (Division 4 – Local government employees)
S5.46 Register of, and records relevant to, delegations to CEO and employees

POLICY IMPLICATIONS

Nil.

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

RISK MANAGEMENT CONSIDERATIONS

Pursuant to section 5.46(2) of the *Local Government Act*, Council is required to review the delegations register at least once every financial year. A full review of the Authorisations and Delegations Manual will be completed in June 2020.

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Absolute.

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/135

MOVED: Cr Geraldine Parsons

SECONDED: Cr Holly Fleming

That Council amend the 2019-2020 Authorisations and Delegations Manual as follows:

Delegation	3.1 Bush Fires Act 1954 – Appointment of Bush Fire Control Officers
Delegator	Council
Express Power	The Chief Executive Officer is authorised to appoint such persons, as is necessary, to be bush fire control officers under and for the purposes of the <i>Bush Fires Act 1954</i>. Of those people, appoint the following: • Department of Fire & Emergency Services Hedland Area Officer Area Officer De Grey as Chief Bush Fire Control Officer. • Manager Community Safety as the Deputy Chief Bush Fire Control Officer. • Coordinator Ranger & Emergency Services & Rangers as Fire Control Officers.

CARRIED UNANIMOUSLY

To be actioned by Mrs Kylie Bergmann, Coordinator Governance

10.1.5 CORPORATE GOVERNANCE FRAMEWORK REVIEW

Attachments:	Appendix 1 – Corporate Governance Framework 2020-2022
Responsible Officer:	Mr Jeremy Edwards Chief Executive Officer
Author:	Mrs Kylie Bergmann Coordinator Governance
Proposed Meeting Date:	24 January 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

For Council to adopt the Corporate Governance Framework which has been reviewed for 2020.

BACKGROUND

The Corporate Governance Framework has been developed to ensure compliance with legislation and best practice democratic local government. The framework provides an overview of the governance program that has been put in place in order to assist elected members, management and employees in meeting their governance responsibilities.

COMMENTS/OPTIONS/DISCUSSIONS

The Corporate Governance Framework was implemented in 2014 and last reviewed in 2018 (biennial reviews).

Minor amendments have been made to the Corporate Governance Framework which are shown in red (track changes).

An action plan has also been created to ensure compliance with the Corporate Governance Framework and show areas of improvement.

STATUTORY IMPLICATIONS/REQUIREMENTS

There is no statutory requirement for local governments to have a Corporate Governance Framework. However, it is good practice to do so to ensure that:

- The organisation meets legal and ethical compliance;
- Decisions are made in the interests of stakeholders; and
- The organisation behaves as a good corporate citizen should.

POLICY IMPLICATIONS

Nil.

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

RISK MANAGEMENT CONSIDERATIONS

The Shire has in place a set of risk management policies and procedures. The purpose of the Corporate Governance Framework is to ensure that those policies and procedures are working as best they can, and that staff are adhering to those policies and procedures.

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/136

MOVED: Cr Holly Fleming

SECONDED: Cr Karen Lockyer

That Council adopt the Corporate Governance Framework 2020-2022 and associated action plan/assessment tool.

CARRIED UNANIMOUSLY

To be actioned by Mrs Kylie Bergmann, Coordinator Governance

Appendix 1

Corporate Governance Framework 2020-2022

Shire of East Pilbara
Corporate Governance Framework
2020-2022~~18-2020~~



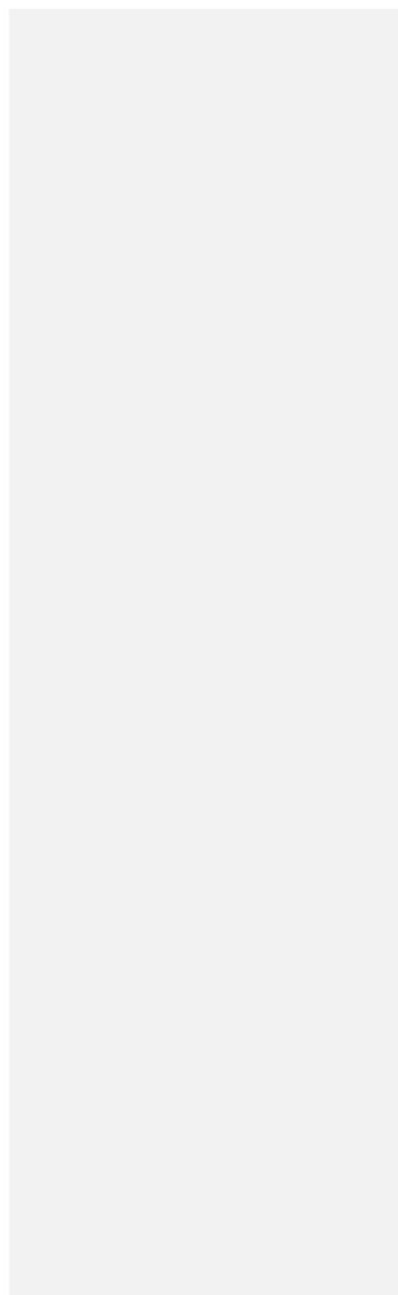


Distribution and Revision History

Rev No.	Date	Description	Prepared by		Checked by		Approved by	
			Intl	Sign	Intl	Sign	Intl	Sign
0.1	01/08/14	Draft Framework for Discussion	SA		SA			
0.2	22/08/14	Corporate Governance Framework	SA		SA		Cncl	
1.1	11/01/16	2016 Framework Review	SA		SA		SA	
2.0	02/02/2018	2018-Framework Review	KB		SA		Council	
<u>3.0</u>	<u>16/03/2020</u>	<u>2020 Framework Review</u>	<u>KB</u>		<u>JE</u>		<u>Council</u>	

Distribution			Hard Copy	PDF Copy
Name	Organisation			
1.1	Document Centre	SoEP		✓







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1. Introduction

1.1 Purpose

The Shire of East Pilbara (SoEP) has developed this Corporate Governance Framework to ensure compliance with legislation and best practice democratic local government. The Framework provides an overview of the governance program that has been put in place in order to assist elected members, management and employees in meeting their governance responsibilities. Council is committed to a high standard of corporate governance and accountability and seeks continuous improvement in this regard.

This framework has been developed with reference to documents previously produced regarding the concept and practice of good governance.

1.2 Principal Stakeholders

The Corporate Governance Framework delivers the following outcomes to its key stakeholders:

- Council – a high level of assurance that desired strategic priority outcomes are being achieved efficiently and effectively within an acceptable level of risk;
- Audit Committee – a high level of assurance that the appropriate control mechanisms are in place to ensure effective delivery of services within an acceptable level of risk;
- Chief Executive Officer – a high level of assurance that the organisation is consistently delivering community value and Council's strategic priority outcomes;
- Organisation / Staff – a broad-based understanding of corporate governance and its link to ensuring community value.

1.3 What is Governance?

Governance is an important concept and impacts on Council as a whole and on all sectors of the community. The practice of good governance is increasingly seen as critical for ensuring that:

- The organisation meets legal and ethical compliance;
- Decisions are made in the interests of stakeholders;
- The organisation behaves as a good corporate citizen should.



Good governance encompasses authority, accountability, stewardship, leadership, direction and control. It allows our Council to evaluate, direct and monitor its activities.

Good governance generally focuses on two main requirements:

Performance: whereby the organisation uses its governance arrangements to contribute to its overall performance and the delivery of its goods, services or programs; and

Conformance: whereby the organisation uses its governance arrangements to ensure it meets the requirements of the law, regulations, published standards and community expectations of probity, accountability and openness.

Good governance in local government is about ensuring the local government is able to manage its many complex responsibilities effectively and in the best interests of the community. When a local government practices good governance, the community is more connected and engaged, appropriate services are provided and there is more effective use of the local government's resources.

Good governance in local government combines the characteristics of good governance and the definitions and roles of local government. Good governance in local government requires the following:

- Councils being elected by, representative of, and accountable to the community.
- Elected Members making decisions on behalf of and in the best interests of the community as a whole.
- Policies and programs reflecting the mandate local governments have been given by their electors.
- Policy enactment arising from the Strategic Community Plan with appropriate performance management to assess the local government's progress.
- Community participation in decision-making.
- Elected Members providing leadership to the community and reflecting the community's collective aspirations.
- A management structure which implements the local government's goals in accordance with the local government's priorities and approved budget.
- Provision of services which meet the community's needs (sometimes in partnership with other levels of government, business or community organisations).
- Local government being well placed to facilitate coordination and integration at a local level.
- Cooperation between local governments and other spheres of government.

1.4 Why is Good Governance Important?

Without good governance processes, Council can have little confidence that it is being run efficiently and is carrying out the objectives and policies set out in relevant plans. Good governance is important because it:



- underpins the confidence that the community has in Council and its services;
- affects the quality of outputs;
- is a value adding activity;
- ensures that the Council meets its legislative responsibilities;
- is a strong reminder to the Council that it is ultimately accountable to the community it serves; and
- provides clear guidelines for the roles of the Council, Elected Members and the CEO, ensuring that all responsibilities are properly allocated and performance expectations are well understood.

The principles and practices of good governance and guiding documents plot the specific processes of decision-making and by which Council is directed, controlled and held to account. Good governance ensures that our Council is able to manage its many complex responsibilities effectively in the best interests of the community.

For an organisation to demonstrate good governance there needs to be a clear understanding about responsibility and accountability. This Governance Framework has been produced to set out the roles of Elected Members and the organisation, and their relationships, along with financial, legal and ethical considerations.



2. Corporate Governance Framework

There are a range of benefits that can be derived from the development and implementation of an effective Governance Framework. These include:

2.1 Quality decision-making

Quality decision-making founded on adequate, timely and relevant information disclosure. This means:

- Minimal unintended consequences of decisions; and
- Quadruple bottom line (social, environmental, economic, responsible governance) impacts are clearly enunciated and understood.

2.2 Assurance of desired outcomes

Assurance of desired outcomes or results. This means:

- Decisions are not ambiguous;
- The accountability of carrying out decisions to required standards is mandated; and
- Controls and monitoring are effective.

2.3 Effective management

Effective management of risk and opportunities. This means:

- New or previously unforeseen risks and opportunities are routinely identified, assessed and managed.

2.4 Stakeholder commitment

Effective and widespread stakeholder commitment and support for good corporate governance. This means:

- Corporate Governance Framework elements are clearly defined and understood;
- Stakeholder roles and responsibilities are understood;
- Support for good corporate governance is reflected in behaviours;
- Stakeholders have access to relevant information to support and fulfil their roles and responsibilities; and
- Stakeholders take part in, and are informed on, corporate changes.

2.5 Streamlined corporate governance

The system of corporate governance is streamlined and flexible to meet emerging demands or needs. This means:

- Integrated information management and support systems;



- Internal controls; and
- The overall system is regularly reviewed.

2.6 Strong ethical, performance and values based culture

Strong ethical, performance and values based culture. This means:

- Behaviour reflects endorsed values; and
- Robust performance monitoring and evaluation.

2.7 Transparency and disclosure

Transparency and disclosure. This means:

- Accurate, complete and timely information provided to Council and the Chief Executive Officer;
- High level of community understanding of council policies, decisions, performance etc; and
- A transparent process with the appropriate checks and balances and separation of powers.

For Council to demonstrate good governance there needs to be a clear understanding about responsibilities and accountabilities. This Framework sets out nine principles of good governance.



3. Corporate Governance Principles





3.1 Principle One - The Council

Although the Council Members are accountable for the organisations actions, they do not perform operational activities. The boundaries of their roles and responsibilities and how they provide oversight of the organisation must be clearly defined.

Local government in Western Australia is established under the Local Government Act 1995 ('the Act') and is the third sphere of government in Australia. Local government has legislative responsibility for many functions and activities that are relevant to a local community. As the level of government often seen as the 'closest' to the community, local government activities relate to matters that are fundamental to people's lives and impact strongly on their quality of life.

Under the Act each local government throughout the State is established as a corporate body, with perpetual succession and a Common Seal. It has the legal capacity of a natural person which means that it can sue and be sued.

3.1.1 Defining the Council and it's role

A local government consists of a Council - comprised of Elected Members, and an organisation – consisting of the CEO and employees.

The President and Councillors are the Shire's Elected Members and form the Council, and the following principles apply:

- Elected Members are able to exercise decision-making authority as a member of Council after they are elected and formally sworn in and when they meet as a Council.
- All lawful decisions are made at Council meetings or through delegations that are formally made by Council to the CEO (or a committee). The CEO can delegate decision-making authority to other employees.

When Council meets in a general sense it represents the views of the local government constituents on matters of concern to the community. Elected Members represent the interests of electors, ratepayers and residents of the district. Elected Members need to listen to and be interested in the wider community and not just the people in the ward who elected them.

3.1.2 Defining the relationship between oversight and management role

For people to have confidence in those who govern and participate in the governance process, they must have trust that governments are acting for the common good. People need to believe that governance is characterised by honesty and integrity and that those in government will behave accordingly.

The Act requires that every local government prepare or adopt a Code of Conduct to set out the standards of behaviour expected to be observed by Elected Members, committee members and employees.



The Shire's Code of Conduct outlines the principles, values and behaviours expected of all Elected Members, committee members and employees. It is not intended to control or prohibit the actions of Elected Members, committee members or employees, but simply to document the standards of conduct expected of all who serve the community.

The community are entitled to expect that the following general principles be used to guide Elected Members, committee members and employees of the Shire in their behaviours:

- Act with reasonable care and diligence;
- Act with honesty and integrity;
- Act lawfully;
- Avoid damage to the reputation of the Shire of East Pilbara;
- Be open and accountable to the public;
- Base decisions on relevant and factually correct information; and
- Treat others with respect and fairness.

An understanding and acceptance of the different roles of President, Councillors and employees, with cooperation between all parties, underpins good governance at Council. The relationship between Elected Members and the CEO respects the diversity of opinion and the rights of all points of view to be heard with courtesy and respect.

The President has a general leadership role for Council and is the Shire's civic leader. The Act recognises the role of the President, as the spokesperson for the Shire, to carry out civic and ceremonial functions of the Presidential office, and to preside at meetings of Council. Council places great importance on the role of the President as the Presiding Member to facilitate good decision-making.

The President's leadership role is very important when it comes to good governance. The President is to ensure that all Councillors are a part of the decision-making process and are well and equally informed. The President must also assist Councillors to understand the need to represent the interests of the entire community, not just their Ward constituents.

The President should also facilitate good relationships between the Councillors and the organisation and help to create an environment where good communication thrives.

Elected Members are to focus on outcomes, policy and strategy, and in so doing, are expected to:

- be representative of and advocate on behalf of their constituents at the Council level;
- facilitate communication between Council and the community;
- debate the issues in an open, honest and informed manner to assist the decision-making process;
- keep the entire community in mind when considering and addressing issues and focus on the 'big picture';
- educate and involve the community in all local government activities and processes;
- work together, cooperate and respect diversity; and



- provide model leadership.

The Act recognises the CEO's role in managing the organisation to achieve the goals and strategies endorsed by Council, and the CEO is expected to fulfil these duties in a way that promotes an organisational culture of openness, accountability, fairness and good communication.

The general function of local government as prescribed in the Act is '*to provide for the good government of persons in its district*'. This general function in conjunction with other expressed powers set out in the Act is the basis of Council's powers. The Act sets out a framework for the way in which local governments are to operate and also specifies the roles and responsibilities that are to be undertaken by various parties within a local government.

3.1.3 Elections and Councillors

SoEP policies and processes ensure that Council elections meet the relevant requirements and result in a set of duly elected Councillors that meet the requirements of the role.

3.1.4 Council Member Training and Development

Skills gaps are identified and managed to ensure that Council Members have the appropriate levels and types of skills to support the effective delivery of their roles.

In addition to being provided with WALGA training and the SoEP Councillor Induction Manual, Councillors regularly attend WALGA Local Government Week, which enhances Councillor knowledge of directional changes and new procedures within Local Government.

The SoEP invests in training for Elected Members with learning being focussed on what is required to achieve organisational goals. Training is integral to the success of our organisation and opportunities are offered to assist in the development of skills required to fulfil Councillors roles.

3.1.5 Council Members in tune with the organisations environment

Council Members actively reach out to other organisations and entities to monitor emerging trends, future opportunities or threats and potential partnerships that would benefit the organisation.

In addition to endorsing the SoEP Community Strategic Plan ~~and attending monthly "Meet and Greet" sessions at Newman Shopping Centre~~, Councillors are also members of the following community committees. Representatives of these Committees are appointed annually.



Pilbara Regional Road Group	Cr Lynne Craigie & Cr Anita Grace Dean Hatwell & Lang Coppin
Joint Kimberley/Pilbara Development Assessment Panel	Cr Lynne Craigie & Cr Anita Grace Dean Hatwell & Lynne Craigie
Pilbara Regional Council Newman Mainstreet Project Inc.	Cr Jeton Ahmed Lynne Craigie & Anita Grace
Pilbara Country Zone Local Recovery Committee	Cr Craig Hoyer Lynne Craigie & Anthony Middleton
Newman Visitors Centre Inc. LEMC Newman	Cr Craig Hoyer Holly Fleming & Karen Lockyer
Newman Chamber of Commerce & Industry Inc. LEMC Marble Bar	Cr Dean Hatwell Gerry Parsons & Holly Fleming
LEMC Nullagine	Cr Biddy Schill
Audit Committee	Cr Lynne Craigie, Cr Anita Grace, Cr Gerry Parsons, Cr Craig Hoyer, Cr Jeton Ahmed & Cr Anthony Middleton
Recognised Biosecurity Group (RBG)	Cr Lang Coppin
Bush Fire Advisory Committee	Cr Craig Hoyer
*De Grey Land Conservation District Committee	Cr Lang Coppin
Marble Bar Tourist Association	Cr Dean Hatwell
Marble Bar FESA Unit	Cr Lang Coppin
Newman Chamber of Commerce and Industry Inc.	Cr Gerry Parsons
Newman Recreation Centre Management Committee	Cr Gerry Parsons
Newman Visitors Centre Management Committee	Cr Lynne Craigie
Nullagine Volunteer Bush Fire Brigade	Cr Biddy Schill
Newman Neighbourhood Centre	Cr Anita Grace
Nullagine Community Resource Centre	Cr Biddy Schill

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Pilbara Prospectors Association	Cr Michael Kitchin
Newman Women's Shelter	Cr Lynne Craigie
Newman Turf Committee	Cr Jeton Ahmed
Ngurra Kujungka Inc.	Cr Carol Williams
*Development Assessment Panel	Cr Dean Hatwell & Cr Michael Kitchin

* Ministerial Appointments

**Updated at Council Meeting on 27 October 2017

3.1.603.1.6 Council Committees

To assist with its decision-making responsibilities, Council is able to establish committees from time to time. The work of committees is significant in local government due to the wide range of activities and functions of Council. Committees report to Council and are subject to the requirements of the Act.

When a Council establishes a committee, it must determine the reporting and other accountability requirements that are to apply in relation to that committee.

Committees may comprise of:

- Elected Members only;
- Elected Members and employees;
- Elected Members, employees and members of the community;
- Elected Members and members of the community;
- Employees and members of the community; or
- Members of the community only.

The role and tasks of committees are varied however committees are generally established to:

- inquire into matters and to provide and make recommendations to Council on matters within Council's responsibilities;
- carry out a specific project or task on behalf of Council; or
- exercise, perform or discharge delegated powers, functions or duties.

~~No committees currently exist with delegated authority.~~ Council currently has the following Committees:

<u>Airport Advisory Committee</u>	<u>Lang Coppin</u> <u>Anthony Middleton</u> <u>Dean Hatwell</u> <u>Holly Pleming</u>
<u>Audit Committee</u>	<u>Gerry Parsons</u> <u>Anthony Middleton</u> <u>Karen Lockyer</u>
<u>CEO Performance Review Committee</u>	<u>Lynne Craigie</u> <u>Anthony Middleton</u> <u>Holly Pleming</u> <u>Karen Lockyer</u>
<u>Local Emergency Management Committee – Marble Bar</u>	<u>Dean Hatwell</u>
<u>Local Emergency Management Committee – Newman</u>	<u>Anthony Middleton</u>
<u>Local Emergency Management Committee – Nullagine</u>	<u>Stacey Smith</u>
<u>Plant Committee</u>	<u>Lang Coppin</u> <u>Dean Hatwell</u> <u>Lynne Craigie</u> <u>Anthony Middleton</u>

2.1.613.1.7 Council Operational Processes

Transparent, professional and legally compliant processes are in place to guide and record the official Council activities.



The level of decision-making and transparency needed for good governance requires comprehensive meeting agendas and minutes to be prepared. Matters to be considered at meetings of Council or committees are to be presented in an agenda prepared by the CEO.

Agendas comprise of reports prepared by the organisation. Reports are structured to include information on the background, details, summary and funding of the proposal under consideration. All reports are the professional advice of the organisation and contain recommendations as to the most appropriate course of action to take based on the information presented.

The decision to adopt, amend or reject a recommendation rests with Council, or in some cases a committee (if it has delegated authority). Where a Council or committee decision is different to that which has been recommended, reasons for that decision must be stated and recorded.

Agendas are made available to Elected Members and the public before the Council meetings.

Unconfirmed Council and committee minutes are to be made available to the public. The minutes of a meeting comprise all items considered at the meeting and include attendances, all motions, their movers and seconders and the decisions that have been made.

2.1.633.1.8 Complaints Management

The Shire has transparent, open and fair systems and processes in place to manage complaints made about Council and organisational decisions.

The *Local Government Act 1995*, regulates complaints made against Elected Members. Section 5.121 of the Act stipulates how the complaints register is to be maintained.

Other complaints are logged through the Synergy Soft system.

2.1.633.1.9 Council Member access to information and resources

Structures are in place to enable Council members to access internal information and external resources as appropriate to satisfy their oversight requirements.

Section 5.92 of the Act provides that an Elected Member can have access to any information held by the Shire that is relevant to the performance of their functions under the Act or any other written law.

However this provision does not give an Elected Member an automatic right to have access to all records held by Council as any information must be relevant to the performance of an Elected Member's role.

In this respect, requests for information held by the SoEP are to be referred to the CEO who is to determine if the information is to be released, on the basis that he or she is satisfied that the requested information is relevant to the Elected Members' role and functions.



3.2 Principle Two - Management and Oversight

Well defined management responsibilities and accountabilities, meaningful strategic plans and work programs, as well as independent oversight are cornerstones of governance in any type of organisation. This principle outlines how these concepts should be translated into practice in the unique environment of Local Government.

3.2.1 Defining managements roles, responsibilities and accountabilities

The CEO is the only employee appointed by Council and is therefore ultimately accountable to Council. In this regard the role of the CEO, as detailed in section 5.41 of the Act, is to:

- (a) advise the council in relation to the functions of a local government under this Act and other written laws; and
- (b) ensure that advice and information is available to the council so that informed decisions can be made; and
- (c) cause council decisions to be implemented; and
- (d) manage the day to day operations of the local government; and
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and
- (f) speak on behalf of the local government if the mayor or president agrees; and
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

Councils ~~Deputy CEO and Directors~~ Executive Managers are designated as senior employees for the purposes of section 5.37 of the Act. All Council employees are accountable to the CEO.

Decision-making is the most important activity undertaken by the SoEP, both by Council and by employees. Effective decision-making processes increase the likelihood that the decisions themselves will be in the best interests of the entire community. The SoEP can only make decisions by resolution, that is, a motion being considered at a properly convened meeting and passed by the required majority vote.

Many of the decisions made by Council (including Council and employees) are subject to administrative law, and therefore subject to challenge or appeal.

The principles of administrative law are:

- to act in good faith;
- to take into account only relevant considerations;
- to act reasonably; and



- to provide procedural fairness.

An important role of the CEO is to ensure that Council receives quality and timely advice and relevant information to enable informed and effective decisions to be made. At meetings, this includes ensuring that all reports presented include the necessary background information and detail; any options; any financial or legal impacts; and any associated risks. Council decisions need to have clarity and that clarity arises from the recommendations in reports from the CEO. The decisions made at meetings provide the direction and authority for the ongoing operation of the SoEP and give direction to the CEO to act.

3.2.2 Statutory Policies

The SoEP has effective Policies, Procedures and Registers that support the governance and management intent of the Shire and supports all the compliance requirements of the organisation.

3.2.3 Strategic Planning

The SoEP's 10 year Strategic Community Plan articulates our Vision as being: *'A cohesive community providing an economic hub for the region linked by vibrant local centres and shared spaces – a place to live and call home. A diverse community thriving in a vast landscape that offers a world of opportunity and rich heritage and culture.'*

The development of the Strategic Community Plan is to be part of an integrated framework designed to:

- Ensure community input is explicitly and reliably generated
- Provide the capacity for location specific planning, where appropriate
- Inform the long-term objectives of the local government with these inputs
- Identify the resourcing required to deliver against these objectives
- Clearly articulate long-term financial implications and strategies

The SoEP Strategic Community Plan is the over-arching document within the Shire's planning framework and sets the highest level of direction for the Shire for the next ten years.

3.2.4 Operational Planning

The management of corporate business within an organisation is important to the concept of governance. As part of the SoEP's planning processes, a four year Corporate Business Plan was established. This Plan guides internal operational activities and serves as the Shire's rolling four year service and project delivery program. This document is aligned to the strategic direction and priorities set within the *Shire of East Pilbara Strategic Community Plan 2013 – 2022*.

3.2.5 Business Continuity

The Shire is aware that there are critical uncertainties which may affect planning, resourcing and implementation of key initiatives and has developed frameworks to reduce any potential risks that could impact the Shire, Community Members and Key Stakeholders.



The Shire has developed a Risk Management Policy which is to ensure that sound risk management practices and procedures are fully integrated into the Council's strategic and operational planning processes and provide direction on how Council is to manage risk.

The Policy also incorporates a Risk Management Strategy and Risk Register which supports the Shire commitment to ensuring that risks are identified and treated in a timely manner.

3.2.6 Delegations

A delegation can be made to employees, authorised persons, committees / sub-committees or to a subsidiary. Council has delegated a broad range of powers, duties and functions under the Act. Where appropriate the CEO has sub-delegated powers to employees. Delegations are found in our Authorisations and Delegations Manual, which is located on the Council's website.

3.2.7 Performance Measures

Performance measures are defined and monitored for the organisation's strategic goals. Reports are created from ~~CAMMS~~~~Sambro~~ Governance Software and presented to Council.

3.2.8 Evaluation of Staff

All employees whether paid or unpaid are required under the Act to undertake a performance evaluation each year. These evaluations assess specific job performance, behavioural indicators, business planning outcomes as well as determining an employee's training and development needs. Assessments are then documented through the HR Module in Synergysoft.

The evaluation of contractor is undertaken by the ~~Manager Assets and Procurement~~~~Executive Manager Commercial Services~~ in line with stipulations within this role's Position Description (PD).

3.2.9 Reporting the performance of management and oversight

The organisation's annual report identifies compliance levels against management policies. Annual compliance reporting addresses compliance needs and all material matters are reported to the relevant oversight bodies.

In line with this requirement, the SoEP conducts an Annual Compliance Audit and the Annual Report as per the Act. The Report includes:

- A Financial Report
- An overview of the plan for the future of the district
- The Auditor's report
- A report under section 29(2) of the *Disability Act 1993*
- Details of entries made under section 5.121 during the financial year in the register of complaints.



3.2.10 Compliance reporting of management and oversight matters

It is a requirement of the Act that the SoEP conducts an annual audit of its compliance with statutory requirements and responsibilities placed on it under the Act.

The Compliance Audit Return is submitted to the Department of Local Government each year after its adoption by Council. It provides prompts in relation to the local government's statutory obligations in a number of areas, such as local laws, tenders, meeting processes, disclosure of financial interests and financial management.



3.3 Principle Three - Ethics and Integrity

Ethical behaviour is a fundamental corner stone of good governance. It is critical to ensure integrity in decision making and quality of public service, and is essential to ensure citizens' trust in local government. What's more, subscribing to ethics as a basic value for all operations is the key for good business and good outcomes.

3.3.1 Define values and a code of conduct

The organisation's values and code of conduct define the standards of official conduct and professional behaviour expected of all employees.

Values and behaviours expected of all Elected Members, committee members and employees, have been detailed previously in item 3.1.2.

3.3.2 Ethics and integrity policies and processes

Ethical behaviour is a key aspect of good governance and supporting principles.

The Act requires that every local government prepare and adopt a Code of Conduct to set the standards of behaviour expected of Elected Members, committee members and employees.

The Shire's Code of Conduct provides Council Members, Committee Members, and staff with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability.

3.3.3 Managing the non-ethical behaviours response processes

Processes are in place to provide supervision and assistance and enable follow up on non-compliance.

The Act stipulates how complaints against Elected Members are dealt with for breaches of the Code of Conduct. The Shire also has a Workplace Harmony Policy and Grievance Settlement procedure which provides for a grievance resolution process.

3.3.4 Ethics and Integrity performance reporting

The Act requires the Shire of East Pilbara to report on the number of official conduct complaints recorded under section 5.121 during a financial year. If any complaints are recorded, they are reported in the organisation's Annual Report for that financial year.

Other complaints/grievances are reported to the CEO as they arise.

3.3.5 Compliance reporting of ethics and integrity matters

Annual compliance reporting addresses compliance needs and all material matters are reported to the relevant oversight bodies.



- Monitored by Chief Executive Officer and matter reported as appropriate.



3.4 Principle Four - Community Engagement:

Community engagement is about involving the community in the decision making process and is critical in the successful development of acceptable policies and decisions in government, the private sector and the community.

3.4.1 Defining community engagement

The- SoEP recognises that consultation is a two way interactive process that provides opportunities for the Shire and the community to clarify information, raise issues and discuss ideas and options. Consultation is an important dimension that informs and enhances the Shire's decision-making processes.

The- SoEP conducts an annual community survey to gauge the view of residents in the SoEP. The survey assists in planning for future infrastructure and service needs where required. Surveys have been conducted since 2006. The objective of the survey is to ensure the Shire includes the opinions of community members in the Shire's planning, development and service delivery activities.

3.4.2 Manage the way non-staff can work with the organisation

There are currently processes in place to actively manage the way in which Councillors and community members can contribute to the organisation.

Councillors' communication with employees is governed by the SoEP policy – 'Communication Between Elected Members and Employees, a copy of which can be obtained via the SoEP website.

In addition, Council may also establish working groups or reference groups as a mechanism for facilitating and improving community participation in the Shire's decision-making processes. While not formally established under legislation, working groups and reference groups provide an opportunity for the Shire to obtain the views of community representatives as well as enabling networking opportunities for Elected Members with a wide range of representatives on issues of common interest. The opportunity to obtain such views assists Elected Members and Council to address strategic issues and priorities.

Volunteers can and often do work for the Shire in varying capacities. A Volunteer Policy and Procedure (currently in DRAFT) should aim to achieve best practice standards in volunteer management by ensuring that volunteers are protected and not exploited; providing safe and healthy work environments for volunteers; and ensuring that volunteers know what their role is.

The Shire has also established a Facebook page where community members can comment and ask questions of the Shire. A Social Media Policy governs the way in which we respond to and manage comments on our Facebook page.



3.4.3 Advocacy

Local governments have a role advocating on behalf of their community to other spheres of government, statutory authorities and private interests whose activities may have an impact on the community. Please see the SoEP Advocacy Policy for further information.



3.5 Principle Five – Financial Management

Sound financial management is critical to ensure accountability and efficiency in the management of public resources, and as such an essential element to improve good public governance.

3.5.1 Finance Policies

Finance policies define the key strategic goals and outcomes for which the organisation's finances must be employed.

3.5.2 Revenue raising approach

A revenue raising approach is defined in policies and plans that ensure diversity and appropriateness of both the methodologies used, sources of revenue and the communication around the processes.

3.5.3 Recording financial transactions

Processes ensure the proper recording of financial transactions consistent with applicable accounting standards and can demonstrate funding receipt and acquittal.

3.5.4 Financial management adds value

Financial operations contribute towards the organisation's key strategic goals and outcomes and uphold the highest of integrity.

The Shire of East Pilbara's Strategic Community Plan is cohesively linked with our Long Term Financial Plan. This ensures that:

- Strategic Community Plan linked to Long Term Financial Plan
- Budget derived from Long Term Financial Plan
- Budget and Budget Review

3.5.5 Asset acquisition and disposal

Council has adopted an Asset Management Policy as well Procurement & Tender Procedures Policy to set out the Council's commitment to manage and care for its ethically and equitably purchased assets, in a way that ensures continuity of service delivery.

Asset Management in the SoEP means the utilisation of optimum practices to ensure that the wide variety of assets under its control are provided and maintained in a secure, safe and operational condition for the purpose those assets have been provided and replaced as required.



Asset Management involves all areas of Council from those that plan services, provide services and manage assets and services to those who use the assets. Council will ensure that integrated decision making will be utilised in order that the built, social, economic and natural impacts of asset provision and maintenance are properly considered throughout the asset management cycle.

3.5.6 Monitoring financial performance

Structure processes are in place to monitor and audit financial performance against key strategic goals, budgets, solvency status and funding requirements, both at executive levels as well as by an independent audit committee.

Under Regulation 33A of the *Local Government (Financial Management) Regulations 1996*, the Shire is required to conduct a review of its Annual Budget after considering the changes in its operating environment since the beginning of the financial year with a view to forecasting the financial impacts likely to arise for the remainder of the year. The review is to be conducted before 31 March each year.

3.5.7 Reporting financial performance

Financial reporting is a basis for accountable financial management and it is required by the Act. Financial reporting undertaken at the Shire is as follows:

- Financial Activity Statement - timely and accurate reports are essential to keep Council in an informed position to ensure the Shire meets its financial responsibilities. In accordance with the Act and the *Local Government (Financial Management) Regulations 1996*, Council is required to prepare a monthly statement of financial activity reporting on the source and application of funds as set out in the Annual Budget.
- List of Payments - Council has delegated to the CEO the exercise of its authority to make financial payments. Therefore in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid by the CEO is prepared each month for Council, showing each account paid since the last list was prepared.
- Annual Financial Report - in accordance with the Act, the Shire is required to prepare an Annual Financial Report each financial year which provides information about the Shire's financial activities, income and expenditure. The SoEP Annual Financial Report is to be audited by an external auditor and is to be considered by the Shire's Audit Committee before being submitted to Council for adoption.

3.5.8 Compliance reporting of financial matters

Financial compliance reporting address all regulatory and financial compliance needs and all material matters are reported to the relevant oversight bodies.

- Department of Local Government Accounting Guidelines
- Legislative Compliance Policy



- Annual Compliance Audit Report
- Audited Annual Statements



3.6 Principle Six – Operations

Operational planning is a key instrument to ensure accountability of the organisation and the effective and efficient management and use of resources. As such, it touches upon numerous aspects of governance and is a key operational tool to increase compliance.

3.6.1 Local Laws

Policies, processes and people are in place to enable the organisation to make Local Laws that prescribe all matters that are required, or permitted, for the organisation to perform its functions.

A local government makes decisions in areas over which it has legislative authority but cannot duplicate or contradict federal or state law. Laws made by local governments are called local laws and cover such issues as the activities permitted on public land, animal management and use of local government facilities. Local laws are enforced by employees.

Local governments are also responsible for enforcing other legislation under which it has authority.

3.6.2 Defining the operational activities of the organisation

Policies enable operations to deliver against the organisation's key strategic goals and outcomes.

3.6.3 Appropriate resources

Operational plans and programmes of work, with defined critical success factors, support the organisations' key strategic goals and outcomes and are regularly adjusted to changes in strategic and environmental imperatives.

3.6.4 Monitoring operational performance

Infrastructure is in place to enable the organisation to implement its operational plans.

3.6.5 Managing operational issues

The organisations performance against its operational plans and programmes of works is properly documented.

3.6.6 Performance evaluation

Business process and outcome specific key performance indicators track the organisation's performance against its strategic and operational plans.

3.7 Principle Seven - Communications

To ensure an organisation is accountable, open, accurate and responsive communication is essential. Good communication is also fundamental to promote citizens' trust in local government.

3.7.1 Communication policies

The effective delivery of information and communication is a vital element in building a positive identity for the Shire through greater community awareness of its services, activities, achievements and resources. The way we present ourselves and the way we communicate is valuable to the public's perception of our brand.

The Shire has created a policy which provides a framework for communication between Council and its stakeholders as well as internal communications within the Council.

3.7.2 Information Management

The SoEP ensures that processes are in place to assist Elected Members and Employees in complying with legislation, in particular on record keeping, safeguarding the confidentiality and integrity of information, and in preventing unauthorised, false or premature disclosure.

- Shire of East Pilbara Record Keeping Plan
- Local Government Elected Members Record Keeping Policy
- Current PID Guidelines maintain that the SoEP does not tolerate corrupt or other improper conduct, and encourage officers to make disclosures when required.
- Current PID Officers are ~~Kylie Bergmann~~ the Coordinator Governance and ~~David Everett~~ Manager Development Services – Building.
- Current FOI statement provides a means for obtaining information through the FOI process.
- Induction Manual requires all new staff to sign a Confidentiality Clause

Local government business involves significant amounts of confidential information being supplied or maintained. This information could be about commercial matters, individuals or businesses or legal issues. Both the Act, Regulations and the Code of Conduct detail how general information and confidential information is to be treated, accessed and used by Elected Members and employees.

3.7.3 Compliance with the communications policies

A *draft* audit strategy exists to monitor compliance with communication policies and strategies.



- Internal Audit process includes monitoring compliance with communication policy and strategy.

3.8 Principle Eight – Human Resources

In order to ensure effectiveness and efficiency of its operations, it is important for the organisation to construct adequate governance in the management of employees. This encompasses fair, transparent and equal treatment of employees, as well as comprehensive strategies to motivate and lead people and promote personal development.

3.8.1 People management policies

Regionally based organisations face particular challenges when it comes to attracting and retaining staff. In response to these challenges, the SoEP has established a number of policies to assist in attracting, retaining and managing staff members. These policies are found in the Staff Procedures Manual, and be viewed on the Council's website.

3.8.2 People management transparency

People processes exist and ensure that decisions and actions are based on the principles of fairness, equity and diversity, and are consistent, transparent, impartial and open for review.

- WALGA introduction to Local Government Webinar for all new employees
- Local Government General training schedule established
- Training documented in annual performance review

3.8.3 Monitoring people management compliance

Structured procedures are in place to monitor adherence to human resource policies and processes.

- Induction Manual includes responsibilities
- Included within Annual Performance Review including necessary training

3.8.4 People management process feedback

The Annual Performance Appraisal identifies issues in people management practices.

This allows for feedback via two way communication.

The SoEP also has a Workplace Harmony Policy which promotes a healthy and safe working environment, promotes professional and harmonious behaviours and provides for a settlement procedure should a grievance arise (Grievance Settlement Procedure).

3.8.5 Reporting and compliance of people management performance



All employees are required under the Act to undertake a performance evaluation each year. These evaluations assess specific job performance, behavioural indicators, business planning outcomes, as well as determining an employee's training and development needs.



3.9 Principle Nine – Risk Management, Legislative Compliance and Internal Control

Each organisation has a distinct risk profile and set of internal controls. Identifying its particular risk exposure and developing and implementing controls, risk prevention and remediation plans is critical to ensure the organisation can operate effectively and efficiently to achieve its goals.

3.9.1 Risk management policies

The SoEP is responsible for providing a wide and diverse range of services to its community. All of these activities involve some form of risk, which must be managed to ensure that aims and objectives are achieved, services are delivered and that opportunities to deliver better and more cost effective services are realised. If the Shire is not aware of, or has not adequately assessed or managed some risks, it could result in financial loss, threats to public or employee safety or lead to substantial adverse publicity.

CPA Australia defines risk management as follows:

'Risk management is referred to in AS/NZ 4360:1999 as a logical and systematic method of establishing the context, identifying, analysing, evaluating, treating, monitoring and communicating risks associated with any activity, function or process in a way that will enable organisations to minimise losses and maximise opportunities. It is also defined in the standard as the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects'.

The SoEP supports and is committed to a risk management program at a policy and strategic level. The CEO and senior management ensure processes are in place for identifying and managing risk and responding to and minimising such risks.

The SoEP has established a Risk Management Framework, which is aimed at contributing to the corporate governance arrangements within the Shire.

3.9.2 Risk management framework

The organisation's risk exposure is evaluated and remediation plans are implemented.

The CEO regularly reviews operational processes and procedures and implements corrective action when necessary to ensure the effectiveness of the Shire of East Pilbara's internal systems of control, thereby ensuring its assets are safeguarded and the decision making capabilities and the accuracy of its reporting and financial results are maintained at a high level at all times.

Other strategies, policies and procedures the Shire has implemented to achieve effective risk management and internal controls are detailed in section 4.



3.9.3 Preventing key risks

Preventative measures for key risk categories are in place (e.g. OHS, Environmental, Reputation, and Financial).

3.9.4 Monitoring incidents

Procedures are in place to monitor incidents from the identified risk categories (data analysis).

3.9.5 Managing incidents

An adequate response process exists to manage incidents through to resolution.

3.9.6 Compliance requirements and processes

The appropriate legislative, statutory and contractual requirements have been identified and are being managed.

- Human Resources Policies and Procedures

3.9.7 Internal Controls

Systematic processes and procedures are in place to provide effective compliance with legislation, codes and policies that support organisations achievement of objectives and its operations.

- Human Resources Policies
- Human Resources Procedures documented in Staff Procedures Manual

3.9.8 Audit approach

The *draft* audit strategy specifies roles and responsibilities, composition and structure of all audit functions.

3.9.9 Audit Committee

Council has established an Audit Committee to oversee and advise Council on matters of accountability and internal control.



4. Key Documents and Actions Relating to an Effective Corporate Governance Framework

Key Documents and Actions Relating to an Effective Corporate Governance Framework									
Key Documents and Actions	Roles & Responsibilities	Management & Oversight	Ethics and Integrity	Community Engagement	Financial Management	Operations	Communication	Human Resources	Risk Management & Internal Control
Accounting Policy				X	X				
Advocacy Policy				X					
Annual Community Survey and Associated Policy	X	X		X					
Annual Compliance Audit		X	X		X				
Annual Financial Audit ProCGs		X			X				
Annual Performance Appraisals		X						X	
Annual Procurement Training			X						
Annual Report Disclosures		X							
Asset Management Policy, Strategy & Plans					X				
Audit Committee	X	X			X				X
Audit Committee Guidelines		X			X				X
Business Continuity Plan (2014-2017)		X							
CAMMS Compliance Software – Monthly reports to Council						X			



Key Documents and Actions Relating to an Effective Corporate Governance Framework									
Key Documents and Actions	Roles & Responsibilities	Management & Oversight	Ethics and Integrity	Community Engagement	Financial Management	Operations	Communication	Human Resources	Risk Management & Internal Control
Code of Conduct	X	X	X	X	X	X	X	X	X
Communication Policy & Communication Strategy (Draft)						X			
Community Engagement Policy and Procedures				X					
Community Assistance Grant Policy				X					
Complaints Register	X		X						
Corporate Business Plan	X						X		
Corruption and Fraud Policy and Plan			X						
Council supported/recognised Community Events				X					
Councillor Guidelines	X								
Councillor Induction Manual		X							
Councillor Strategic Workshop (4 yearly)	X		X						
Councillor "Meet & Greet" Sessions				X					
Declaration of Interest Forms and Register	X								
Delegations Manual		X							
DLG Audit Committee & Accounting Guidelines					X				X
DLG Local Laws Manual						X			
Document Control System Updates			X						
External Auditor									X
Employee Officers Packs			X						



Key Documents and Actions Relating to an Effective Corporate Governance Framework								
Key Documents and Actions	Roles & Responsibilities	Management & Oversight	Ethics and Integrity	Community Engagement	Financial Management	Operations	Communication	Risk Management & Internal Control
Financial Accounting Software - Synergy					X			
Financial Induction Manual (conducted with new staff)					X			
Financial Management Plan - four yearly review					X			
Formal Communication Policy - Elected Members	X							
Gift Register	X							
Governance Software (<u>Attain</u>)		X						
Grant Application and Acquittal Procedures					X			
Grievance Settlement Procedure								X
Human Resources Policies & Procedures								X
Human Resources Processes			X					X
IT Disaster Recovery Plan (2014-2017)		X						
Legislative Compliance Policy and Procedures		X	X		X			X
Local Government Act (1995)	X	X	X	X	X	X	X	X
Local Government (Audit) Regulations 1996					X			X
Local Government (Elections) Regulations 1997			X					X
Local Government Elected Members' Recordkeeping Policy		X						X
Long Term Financial Plan (2013/14 – 2023/24)					X			
OHS Policy & Procedures (<u>Draft</u>)								X
Rates – Objectives and Reasons for (Reviewed Annually)					X			



Key Documents and Actions Relating to an Effective Corporate Governance Framework								
Key Documents and Actions	Roles & Responsibilities	Management & Oversight	Ethics and Integrity	Community Engagement	Financial Management	Operations	Communication	Risk Management & Internal Control
Recordkeeping Plan (Reviewed every three years)					X			
Requisition System – Synergy					X			
Risk Management Policy		X						X
<u>Risk Management Strategy (2014-2017)</u>		X						X
Risk Register								X
Shire of East Pilbara Policy Manual (Reviewed Annually)						X		
Shire of East Pilbara Standing Orders Local Law (<u>2011</u>)				X				X
Signed Position Descriptions		X						X
Social Media Policy				X				
Staff and Councillor Inductions		X						
Strategic Community Plan (<u>2013-2022</u>)	X	X						
Supervisor Training (as applicable)		X						X
Tender and Purchasing Policy			X		X			X
WALGA Councillor Training	X							
Workforce Plan including Org Chart (<u>2017-2022</u>)		X						X



5. Review

This Corporate Governance Framework shall be reviewed biannually or following a significant change within the Shire or in underpinning legislation.



7.6. Appendix

Please also see **attached** Corporate Governance Framework Assessment.

Assessments to be conducted annually by the Coordinator Governance to determine the Shire's compliance and areas of improvement against the Corporate Governance Framework.



10.1.6 NEW POLICY - CONFLICTS OF INTEREST

Attachments:	Appendix 1 – Conflicts of Interest Policy
Responsible Officer:	Mr Jeremy Edwards Chief Executive Officer
Author:	Mrs Kylie Bergmann Coordinator Governance
Proposed Meeting Date:	27 March 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

For Council to consider adopting a new policy on Conflicts of Interest.

BACKGROUND

Council will recall that in April 2019, the Auditor General conducted a performance audit on the Shire of East Pilbara in regards to fraud prevention. In August 2019, the Office of the Auditor General tabled its report in Parliament. A requirement of that report was that the Shire of East Pilbara submit an action plan within 3 months addressing the Auditor General's concerns in the report. The action plan has previously been tabled to Council (through the Audit Committee).

One of the identified areas of concern is ensuring that conflicts of interest (as between staff) are recorded, assessed and appropriate management plans are in place. There are already processes in place to record conflicts of interest of staff and elected members on matters discussed by Council. But there are no processes in place to capture, assess and manage conflicts of interest staff may come across in their daily duties.

Within our action plan it was identified that a "Conflicts of Interest" policy should be developed to address this concern.

COMMENTS/OPTIONS/DISCUSSIONS

This draft policy was presented to the Audit Committee on 28 February 2020.

As per Council's policy on making new policies, this draft policy was also presented to Council through the Corporate Discussion on 28 February 2020.

A copy of the final draft policy is attached for the Audit Committee's consideration (*Appendix 1 refers*).

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil.

POLICY IMPLICATIONS

New Policy making guidelines:

1. Draft policies are to be in standard format and include policy objectives and the policy statement.
2. Discuss reasons for the policy with your supervisor and prepare an amended/final draft.
3. The policy is to be presented and discussed at the Executive Management meeting.
4. The policy is to be presented at the Corporate Discussion for input from Councillors.
5. The policy will then be presented to Council for adoption and inclusion in the Policy Manual.

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

RISK MANAGEMENT CONSIDERATIONS

That conflicts of interest are not being appropriately identified, assessed and managed.

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/137

MOVED: Cr Karen Lockyer

SECONDED: Cr Holly Fleming

That Council adopt the new policy – Conflicts of Interest – as presented below, for inclusion in the Policy Manual.

CARRIED UNANIMOUSLY

To be actioned by Mrs Kylie Bergmann, Coordinator Governance

Appendix 1

Conflicts of Interest Policy

1.1 Conflicts of Interest

Responsible Directorate	Executive
Responsible Officer	Chief Executive Officer
File Number	

Purpose

The purpose of this policy is to assist officers in identifying conflicts of interest and managing those conflicts of interest.

What is a conflict of interest?

A conflict of interest is defined as a situation "...arising from conflict between the performance of public duty and private or personal interests."¹

Conflicts of interest can occur in your everyday work. However, it is important to note that it is not always possible to avoid a conflict of interest and in itself, a conflict of interest is not necessarily wrong or unethical. What is important, however, is to appropriately identify, disclose and effectively manage any **actual**, **perceived** or **potential** conflict of interest situations.

Who is responsible for identifying and managing conflicts of interest?

Although the CEO and Executive Managers have a particularly important role in ensuring conflict of interest situations are managed appropriately, identifying a conflict of interest is an **individual responsibility**.

How can officers identify if a conflict of interest exists?

There is no one right way to identify every situation however, a good starting point is for officers to consider the 6Ps:

Public duty versus private interests

Do I have personal or private interests that may conflict, or be perceived to conflict with my public duty?

¹ *Conflict of Interest Guidelines*, The WA Integrity Coordinating Group (a group consisting of the Office of the Auditor General, the Commissioner for Public Sector Standards, the Corruption & Crime Commission and the Ombudsman of Western Australia).

P otentialities	Could there be benefits for me now, or in the future, that could cast doubt on my objectivity?
P erception	How will my involvement in the decision/action be viewed by others? Perception is important.
P roportionality	Does my involvement in the decision appear fair and reasonable in all the circumstances?
P resence of mind	What are the consequences if I ignore a conflict of interest? What if my involvement was questioned publicly?
P romises	Have I made promises or commitments in relation to the matter? Do I stand to gain or lose from the proposed action/decision?

The **attached** Conflict of Interest Assessment Guide may assist officers in determining whether there is an actual or perceived conflict of interest.

How can conflicts of interest be managed appropriately?

There are 6 main options for officers and supervisors to manage conflicts of interest. They are the 6 Rs:

R ecord/Register	Recording the disclosure of a conflict of interest in a register is an important first step however, this does not necessarily resolve the conflict. It may be necessary to assess the situation and determine whether one or more of the following strategies is also required.
R estrict	It may be appropriate to restrict your involvement in the matter, for example, refrain from taking part in debate about a specific issue, abstain from voting on decisions, and/or restrict access to information relating to the conflict of interest. If this situation occurs frequently, and an ongoing conflict of interest is likely, other options may need to be considered.
R ecruit	If it is not practical to restrict your involvement, an independent third party may need to be engaged to participate in, oversee, or review the integrity of the decision-making process.
R emove	Removal from involvement in the matter altogether is the best option when ad hoc or

	recruitment strategies are not feasible, or appropriate.
Relinquish	Relinquishing the personal or private interests may be a valid strategy for ensuring there is no conflict with your public duty. This may be the relinquishment of shares, or membership of a club or association.
Resign	Resignation may be an option if the conflict of interest cannot be resolved in any other way, particularly where conflicting private interests cannot be relinquished.

Procedure for reporting a conflict of interest

1. Complete disclosure form. The officer should:
 - a. Describe the nature of the matter or issue that is the subject of the possible conflict of interest.
 - b. Describe the public duty in question (e.g. involvement in tender process).
 - c. Advise if the identified conflict of interest is actual, perceived or a potential conflict.
 - d. Advise if the type of conflict is a financial, partiality or role conflict.
 - e. Propose a strategy for resolving or managing the conflict situation.
2. Discuss with Manager and outline actions required.
3. Forward disclosure form to governance.
4. Conflict of interest to be recorded in a centralised Conflict of Interest Register which will be maintained by the Governance business unit.
5. Corporate Lawyer to be notified (if required).
6. Parties advised of review and actions to be taken.
7. Follow-ups to be conducted (if required).

10.1.7 NEW POLICY - RELATED PARTY DISCLOSURES

Attachments:	Appendix 1 – Related Party Disclosures Policy
Responsible Officer:	Mr Jeremy Edwards Chief Executive Officer
Author:	Mrs Kylie Bergmann Coordinator Governance
Proposed Meeting Date:	27 March 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

For Council to consider adopting a new policy on Related Party Disclosures.

BACKGROUND

As per Council's Policy, new policies must be presented to Corporate Discussion for input from Councillors, before being presented to Council for adoption and inclusion in the Policy Manual.

The Related Party Disclosures draft policy was presented to Council through the Information Bulletin and discussed at Corporate Discussion on 28 February 2020. There were no objections from Council at that point to this policy.

COMMENTS/OPTIONS/DISCUSSIONS

The purpose of this policy is to ensure that the Shire of East Pilbara's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position may have been affected by the existence of related parties or by transactions, in line with the requirements of AASB 124 – Related Party Disclosures.

Key Management Personnel, including Councillors, Executive Managers and the Chief Executive Officer, are required to submit a related party disclosures form every 6months in line with the new policy.

Although the Shire has adopted this practice of completed Related Party Disclosures since June 2017, it has not formally adopted a policy position on this matter. In the interests of good governance, it is recommend that Council adopt a policy in this regard.

A copy of the draft policy is attached at Appendix 1.

Council has three options in this regard:

1. Accept the draft policy as presented;

2. Make its own changes to the draft policy; or
3. Reject the draft policy.

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil

POLICY IMPLICATIONS

New Policy making guidelines:

1. Draft policies are to be in standard format and include policy objectives and the policy statement.
2. Discuss reasons for the policy with your supervisor and prepare an amended/final draft.
3. The policy is to be presented and discussed at the Executive Management meeting.
4. The policy is to be presented at the Corporate Discussion for input from Councillors.
5. The policy will then be presented to Council for adoption and inclusion in the Policy Manual.

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

- G1 Provide efficient, accountable and ethical governance.

RISK MANAGEMENT CONSIDERATIONS

That Council does not have a policy position in regards to the requirement for Related Party Disclosures.

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/138

MOVED: Cr Geraldine Parsons

SECONDED: Cr Holly Pleming

That Council adopt the new policy – Related Party Disclosures – as presented, for inclusion in the Policy Manual.

CARRIED UNANIMOUSLY

To be actioned by Mrs Kylie Bergmann, Coordinator Governance

Appendix 1

Related Party Disclosures Policy

1.1 Related Party Disclosures

Responsible Directorate	Executive
Responsible Officer	Chief Executive Officer
File Number	

Objective

To ensure that the Shire of East Pilbara's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position may have been affected by the existence of related parties or by transactions, in line with the requirements of AASB 124 – Related Party Disclosures.

Identification of related parties

AASB 124 provides that the Shire of East Pilbara will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

Related parties include a person who has significant influence over the reporting entity, a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.

KMP are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

For the purposes of determining the application of the standard, the Shire of East Pilbara has identified the following persons as meeting the definition of *Related Party*:

- An Elected Member;
- Key management personnel being a person employed under section 5.36 of the *Local Government Act 1995* (the Act) in the capacity of Chief Executive Officer, or a designated senior employee appointed under section 5.37 of the Act;
- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner;
- Entities that are controlled or jointly controlled by an Elected Member, KMP or their close family members. Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs;

The Shire of East Pilbara will be required to assess all transactions made with these persons or entities.

Identification of related party transactions

A related party transaction is a transfer of resources, services or obligations between the Shire of East Pilbara (reporting entity) and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criteria:

- Paying rates;
- Fines;
- Use of Shire of East Pilbara owned facilities such as recreation centres, aquatic centres, libraries, parks ovals and other public open spaces (whether charged a fee or not);
- Attending council functions that are open to the public;
- Employee compensation whether it is for KMP or close family members of KMP;
- Application fees paid to the Shire of East Pilbara for licences, approvals or permits;
- Lease agreements for housing rental;
- Monetary and non-monetary transactions between the Shire of East Pilbara and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided to/by the Shire of East Pilbara;
- Sale or purchase of any motor vehicles, buildings or land owned by the Shire of East Pilbara, to a person identified above;
- Sale or purchase of any motor vehicles, buildings or land owned by a person identified above, to the Shire of East Pilbara;
- Loan arrangements;
- Contracts and agreements for construction, consultancy or services.

Some of the transactions listed above, occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with Council and are referred to as an Ordinary Citizen Transaction (OCT). Where the Shire of East Pilbara can determine that an OCT was provided at arm's length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

Disclosure requirements

For the purposes of determining relevant transactions, Elected Members and key management personnel as identified above, will be required to complete a Related Party Disclosures Declaration Form, through the ATTAIn system.

Ordinary citizen transactions (OCT's)

In the opinion of Management and the Council, the following OCT's are provided on terms and conditions no different to those applying to the general public, and are unlikely to influence decisions affecting the Council's financial statements. As such, no disclosure is required in the Related Party Disclosures Declaration Form.

- Paying rates;
- Fines;
- Use of Shire of East Pilbara owned facilities such as recreation centres, aquatic centres, libraries, parks, ovals and other public open spaces;
- Attending Council functions that are open to the public;
- Application fees paid to the Shire of East Pilbara for licences, approvals or permits.

Where the services were not provided at arm's length and under the same terms and conditions applying to the general public, Elected Members and KMP will be required to make a declaration in the Related Party Disclosures Declaration Form.

All other transactions

For all other transactions, Elected Members and KMP will be required to make a declaration in the Related Party Disclosures Declaration form.

Frequency of disclosures

Elected Members and KMP will be required to complete a Related Party Disclosures Declaration Form on a six monthly basis, or when they leave the organisation, whichever comes earlier.

Confidentiality

All information contained in a disclosure return, will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgment in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and the materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 requires.

Materiality

Management will apply professional judgment to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.

In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

10.1.8 LOCAL GOVERNMENT HOUSE TRUST - DEED OF VARIATION

Responsible Officer: Mr Jeremy Edwards
Chief Executive Officer

Author: Mrs Kylie Bergmann
Coordinator Governance

Proposed Meeting Date: 27 March 2020

Location/Address: N/A

Name of Applicant: N/A

Author Disclosure of Interest: Nil

REPORT PURPOSE

To seek Council's consent to a variation to the Trust Deed for the Local Government House Trust (**The Trust**).

BACKGROUND

The Shire of East Pilbara is a unit holder and beneficiary to the Local Government House Trust, holding 5 unit/s as advised in WALGA's recent Quarterly Report Q4 2019.

The Trust's Board of Management is seeking to vary the Trust Deed in order to assist the Trust's income tax exempt status. As stipulated by the Deed, the Trust requires consent of at least 75 per cent of all beneficiaries in order to execute this variation.

As a beneficiary, the Shire of East Pilbara is requested to consent to the enclosed Deed of Variation supported by a resolution of Council; and to communicate this consent to WALGA in writing.

Further details on the particular Deed Variations and objectives to be achieved by this variation are outlined below.

Background on the Local Government House Trust

The Local Government House Trust ("The Trust") exists primarily to provide building accommodation for the Western Australian Local Government Association. Since January 2014, the Trust has provided WALGA with accommodation at 170 Railway Parade West Leederville.

The current trust deed commenced in 1993 and was amended in 2002 to reflect the merger of the metropolitan and country associations into WALGA. The current Trust Deed pronounces WALGA as Trustee and unit holders as Beneficiaries, with the Trustee holding property and associated monies "upon Trust" and in proportion to the units provided.

Commencement date of the current deed is 17 February 1993, with a vesting date 79 years from commencement - which means that the Trust ends in 2072.

The Trust is exempt from income tax on the basis of being a State / Territory Body (STB) pursuant to *Division 1AB of the Income Tax Assessment Act 1936*.

Trust Deed Variation

Trust Deed amendments set out in the Deed of Variation are based on legal advice and are intended to assist the Trust's income tax exempt status by strengthening the position that the Trust is a State / Territory Body (STB).

Legal advice identified that the Trustee's ability to retire and appoint a new Trustee might affect the Trust's classification as a State or Territory Body (STB). This view, while based upon highly technical grounds, is a risk nonetheless.

Subsequently the Deed of Variation aims to strengthen the position that the Trust is a STB through the following amendments:

1. removing the existing Trustee's power to retire and appoint a new Trustee (Clause 2.1 and 2.2 (22.3) of the Deed of Variation)
2. enabling the beneficiaries to appoint and remove a Trustee (Clause 2.2 (22.4) of the Deed of Variation), and
3. ensuring that the Board of Management is the 'governing body' of the Trust (Clause 2.3 of the Deed of Variation)

The three proposed amendments when applied to the relevant clauses inserted by the Deed of Variation dated 5 June 2002 will subsequently read as follows (proposed amendments shown in red text):

1. Variation 2.1 amends clause 22.1 to point to additional clause:

22.1 Any Trustee of the Trust may retire as Trustee of the Trust. **The Subject to clause 22.3, the** right to appoint any new or additional trustee or trustees of the Trust is hereby vested in the retiring or continuing trustee. A corporation or incorporated association may be appointed as Trustee of the Trust.

2. Variation 2.2 inserts two new clauses:

22.3 The retiring or continuing trustee shall only be entitled to appoint any new or additional trustee of the Trust with the consent of not less than 75% of the Beneficiaries.

22.4 The Beneficiaries may at any time by Special Resolution:

- (a) remove a Trustee from the office as Trustee of the Trust;
and
(b) appoint such new or additional Trustee.**

3. Variation 2.3 insert a new clause 13A

13A Delegation to the Board of Management

Unless the Beneficiaries otherwise direct (such direction to be given by not less than 75% of the Beneficiaries), the Trustees shall delegate all of the powers authorities

and discretions contained in subclauses (a) to (x) of clause 12 to the Board of Management. The Trustees shall, at the direction of the Board of Management, do such things as may be necessary to give effect to the exercise of a power, authority or discretion by the Board of Management.

COMMENTS/OPTIONS/DISCUSSIONS

The first two amendments outlined above remove powers granted to the Trustee in the 2002 Deed Variation resulting from the merger to a single Association representing WA Local Governments. These amendments which previously facilitated the transfer of trusteeship to the then new Western Australian Local Government Association are removed, but with the clarification that any appointment must be with the consent of the beneficiaries.

The final amendment intends to confirm that power rests with the Board of Management. As the Board of Management comprises Local Governments, this satisfies the requirements of a STB for tax purposes. This amendment reflects the actual operation of the Trustee in implementing the decisions of the Board of Management whilst retaining sufficient operational discretion to place and renew investments and pay suppliers.

These amendments provide greater power to beneficiaries through the Board of Management, and as such it is anticipated they will be considered acceptable.

The variation of the deed will not affect the operation of the Shire of East Pilbara and it is recommended that Council agree to the amendment.

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil.

POLICY IMPLICATIONS

Nil.

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

RISK MANAGEMENT CONSIDERATIONS

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/139

MOVED: Cr Holly Fleming

SECONDED: Cr Karen Lockyer

That Council:

- 1. Consent to a variation to the Trust Deed for the Local Government House Trust and advise WALGA of this decision;**
- 2. Advise WALGA of Council's decision.**

CARRIED UNANIMOUSLY

To be actioned by Mrs Kylie Bergmann, Coordinator Governance

10.1.9 LAUNCHPAD SPONSORSHIP PROPOSAL

Attachments:	Appendix 1 - Launchpad Sponsorship Proposal
Responsible Officer:	Mr Jeremy Edwards Chief Executive Officer
Author:	Mrs Kylie Bergmann Coordinator Governance
Proposed Meeting Date:	27 March 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

An Interest was declared by Cr. Geraldine Parsons for Item No. 10.1.9

Nature of Interest: Impartial

Extent of Interest: Board Member of NCCI

An Interest was declared by Cr. Holly Fleming for Item No. 10.1.9

Nature of Interest: Impartial

Extent of Interest: Board Member of NCCI

REPORT PURPOSE

For Council to consider sponsoring the Launchpad initiative for 2020.

BACKGROUND

Launchpad will be a catalyst for growing an innovation ecosystem that will support existing businesses to transform, and future entrepreneurs to develop in the Pilbara. Through pre-accelerator training and pitch events, participants will have a unique opportunity to take their ideas to the next level, gain access to mentors across WA and pitch to an expert judging panel. By participating, sponsors and stakeholders will directly contribute to the growth of a network of hubs, entrepreneurs and businesses supporting innovation in the Pilbara.

This initiative is being facilitated by the Newman Chamber of Commerce and Industry (NCCI). The concept of a network of hubs and business supporting innovation was always the intention behind the Shire's development of "The Edge."

Sponsorship will provide for:

- Participants to complete pre-accelerator training in order to strengthen their initial ideas through guided testing, development and validation;
- Regional pitch events across the Pilbara, held in Karratha, Newman, Port Hedland and Onslow, where entrepreneurs and innovators pitch their idea to an audience of local stakeholders, community, industry and government;

- A final “Regional Pitchfest” to be held in Port Hedland in 2020 bringing together the winners from across the Pilbara pitching to industry experts, sponsors and key stakeholders;
- Winners of pitch events are connected to Mentors, Industry, Investment and Accelerator Training opportunities, and cash prizes.

COMMENTS/OPTIONS/DISCUSSIONS

Sponsorship options and benefits include:

Named Partner - \$20,000

- One only, full naming rights
- Large format logo alongside “Launchpad” logo use in all development marketing materials;
- Judging partner for Regional Pitchfest Event, as well as 4 satellite location events;
- VIP invites, seating and recognition to Launchpad Regional Pitchfest; and
- Includes all benefits of Boost and Satellite Partners.

Boost Partner - \$10,000

- Pilbara wide partners;
- Recognised through all marketing for Launchpad (4 individual location events, and one major regional pitch event)
- Logo used on all marketing material for the partnered training and events (4 locations, 5 events, including Facebook, email, newsletter, newspaper coverage, banner, flyers, booklets developed for the 5 events;
- Judging partner at one location (training and pitch night); and
- VIP seating allocated.

Satellite Partner - \$5,000 (local government or local business)

- Locally support individual pre-accelerator training in their Shire;
- Locally support individual pitch night for their Shire; and
- All marketing for individual training and pitch events with logo recognition.

A copy of the Launchpad Sponsorship Proposal is attached at **Appendix 1**.

As mentioned previously, The Edge concept was originally intended to cater for this type of business support and incubation. Although this was not eventuated for various reasons, Council may want to consider the Satellite Partner proposal for \$5,000.

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil.

POLICY IMPLICATIONS

Nil.

COUNCIL RESOLUTION: 201920/140

MOVED: Cr Karen Lockyer SECONDED: Cr Anthony Middleton

THAT Council support the project in principle but postpone any donation until the project proceeds, at which time it will be brought back to Council for consideration.

CARRIED UNANIMOUSLY

To be actioned by Mrs Kylie Bergmann, Coordinator Governance

Appendix 1

Launchpad Sponsorship Proposal





LAUNCHPAD WILL BE A CATALYST FOR GROWING AN INNOVATION ECOSYSTEM THAT WILL SUPPORT EXISTING BUSINESSES TO TRANSFORM, AND FUTURE ENTREPRENEURS TO DEVELOP IN THE PILBARA. THROUGH PRE-ACCELERATOR TRAINING AND PITCH EVENTS, PARTICIPANTS WILL HAVE A UNIQUE OPPORTUNITY TO TAKE THEIR IDEAS TO THE NEXT LEVEL, GAIN ACCESS TO MENTORS ACROSS WA AND PITCH TO AN EXPERT JUDGING PANEL. BY PARTICIPATING, SPONSORS AND STAKEHOLDERS WILL DIRECTLY CONTRIBUTE TO THE GROWTH OF A NETWORK OF HUBS, ENTREPRENEURS AND BUSINESSES SUPPORTING INNOVATION IN THE PILBARA.

pre-accelerator training

Plus Eight is Western Australian's home for ground-breaking ideas. As the leading WA innovation and entrepreneurial program, our mission is to help aspiring founders and business owners build great companies and innovative solutions. Across 2 days, the Plus Eight Leap program takes participants through the foundational skills, tools, and mindsets to kickstart the startup journey. It helps them identify the Customer Problem and create a Business Solution to fit it. Leap is perfect for early-stage entrepreneurs or existing founders and businesses looking to get up to speed with the best modern startup approaches. Leap is part of the Plus Eight Academy (pre-accelerator) which has been delivered in Perth and Regional Programs, reaching over 200 entrepreneurs.

The Plus Eight Accelerator Program has launched 18 sustainable business, currently valued at over \$40 million and having received \$1.2 million in follow-on investments. As part of the Plus Eight community participants will have access to leading local and mentors across a wide range of industry sectors, world-class content, investors and industry experts throughout Australia, South-East Asia and the rest of the world. Spacecubed, the first Perth coworking space and innovation hub, supports over 3,800 active members and is home to 55 larger teams.

sponsorship will provide for

- Participants will complete Plus Eight pre-accelerator training in order to strengthen their initial ideas through guided testing, development and validation;
- Regional pitch events across the Pilbara, held in Karratha, Newman, Port Hedland and Onslow, where entrepreneurs and innovators pitch their idea to an audience of local stakeholders, community, industry and government;
- A final "Regional Pitchfest" to be held in Port Hedland in 2020 bringing together the winners from across the Pilbara pitching to industry experts, sponsors, and key stakeholders; and
- Winners of pitch events are connected to Mentors, Industry, Investment and Accelerator Training opportunities, and Cash Prizes.



sponsorship options and benefits

NAMED PARTNER - MAJOR (20K x 1 ONLY)

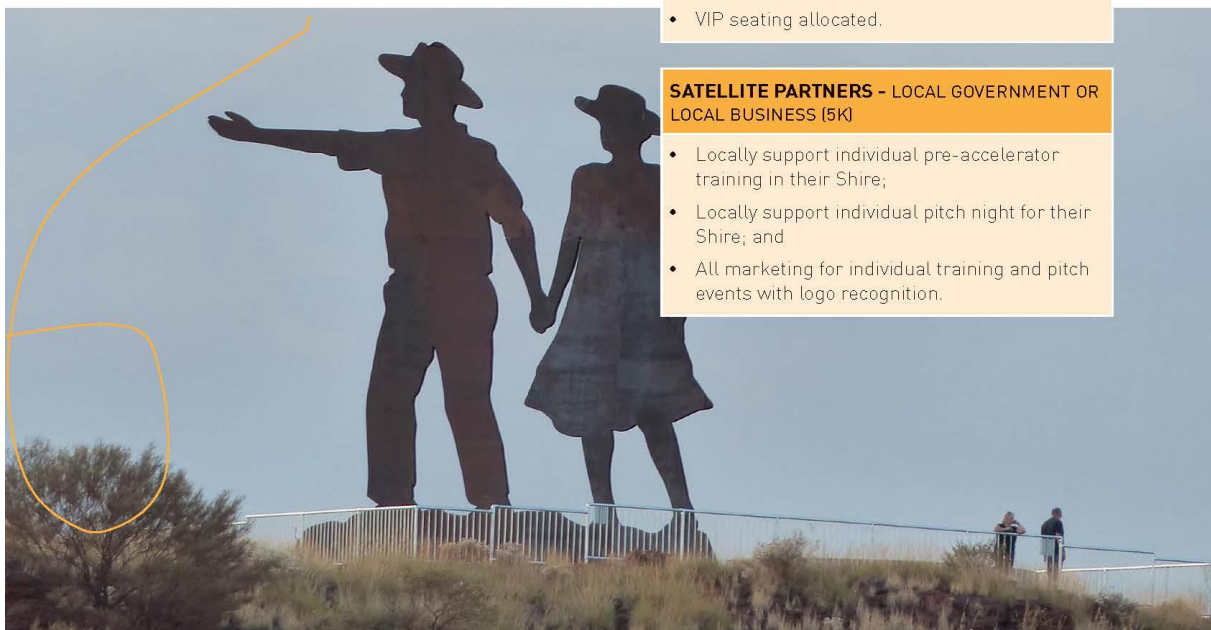
- One only, full naming rights;
- Large format logo alongside "Launchpad" logo used in all developed marketing materials;
- Judging partner for Regional Pitchfest Event, as well as 4 satellite location events;
- VIP invites, seating and recognition to Launchpad Regional Pitchfest; and
- Includes all benefits of Boost and Satellite Partners.

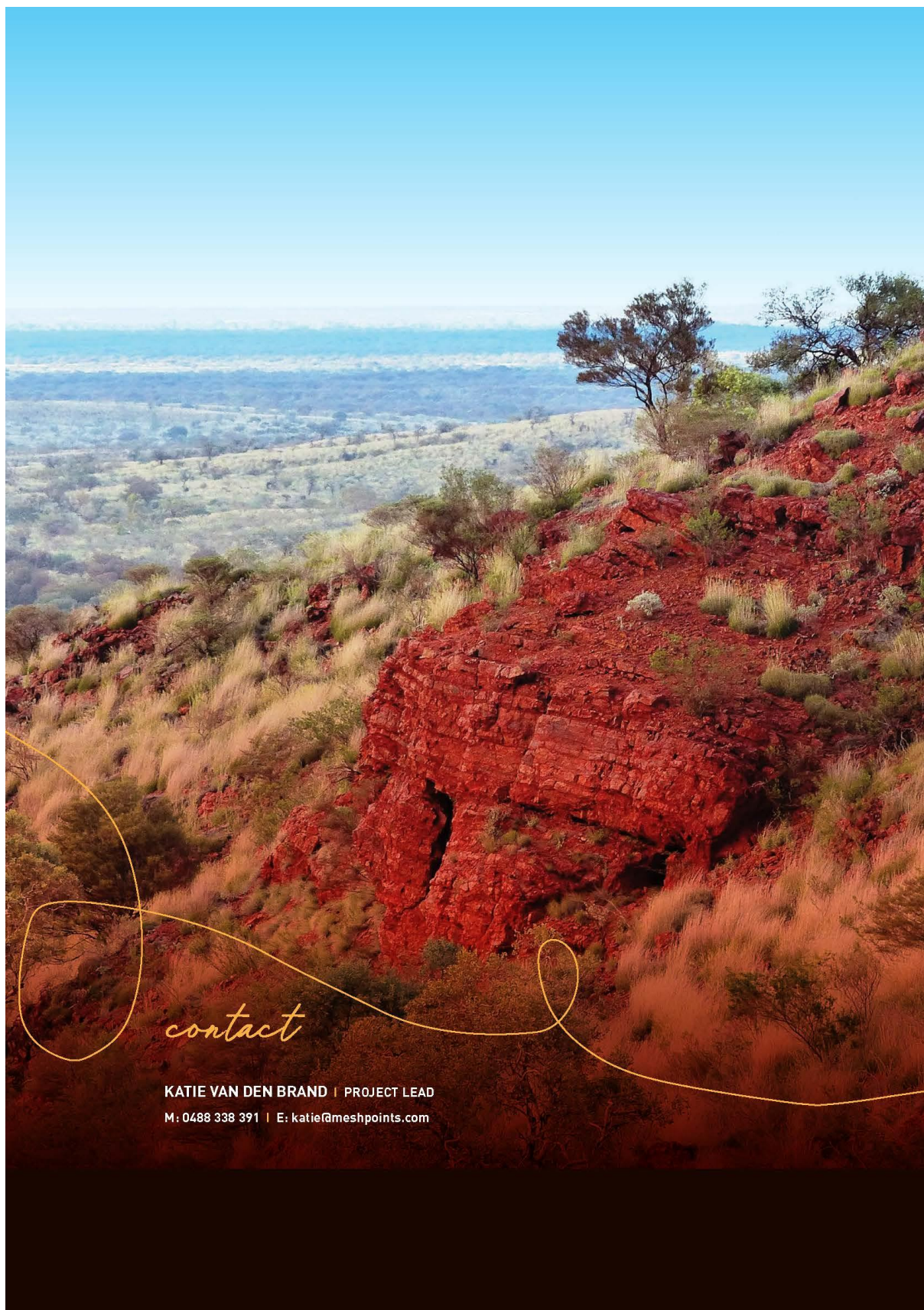
BOOST PARTNERS - BUSINESS (10K)

- Pilbara wide partners;
- Recognised through all marketing for Launchpad (4 individual location events, and one major regional pitch event);
- Logo used on all marketing material for the partnered training and events (4 locations, 5 events) including Facebook, email newsletter, newspaper coverage, banner, flyers, booklets developed for the 5 events;
- Judging partner at one location (training and pitch night); and
- VIP seating allocated.

SATELLITE PARTNERS - LOCAL GOVERNMENT OR LOCAL BUSINESS (5K)

- Locally support individual pre-accelerator training in their Shire;
- Locally support individual pitch night for their Shire; and
- All marketing for individual training and pitch events with logo recognition.





contact

KATIE VAN DEN BRAND | PROJECT LEAD

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10.1.9.1 AMEND PORTION NEWMAN AIRPORT RESERVE TO INDUSTRIAL LAND USE

Attachments:	Appendix 1 – NAMP Area A Map
Responsible Officer:	Mr Jeremy Edwards Chief Executive Officer
Author:	Ms Lisa Edwards Manager Land Use & Strategy
Proposed Meeting Date:	27 March 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

For Council to consider the use of a portion of Airport Reserve Land (R44775) for industrial land and associated uses.

BACKGROUND

The Shire's Chief Executive Officer has been in discussions with a global mining supplier for access to approximately 3ha of industrial land, of which land supply is currently unavailable in Newman. Further, anecdotal evidence based on proponent enquiry indicates a further immediate demand for industrial land in Newman.

The Shire is currently undertaking the Newman Airport Master Plan (NAMP) which also includes a Land Use Plan for other non-airport associated activities. Council has, in the past supported the development of an enterprise area at the Newman Airport, given its strategic location. The NAMP has identified two stages for the supply of land including, Area A of 9.48ha and Area B of 27.39ha. It is intended that Area A is progressed in the first instance and is the applicable land area, the subject of this Report.

A copy of the NAMP is attached as **Appendix 1**.

COMMENTS/OPTIONS/DISCUSSIONS

Shire Staff and Shire President have had a series of meetings with State Agencies including Development WA and Department Planning Lands and Heritage in order to clarify a series of options available to the Shire to pursue industrial development, at the Newman Airport.

Several meetings have been held with Staff of DevWA including a DevWA board meeting in Newman in December 2019. Since this time DevWA has indicated that it would assist the Shire in progressing industrial land release and subject to funding could provide an industrial site options analysis. The result of such may not necessarily favour development at R44775. A copy of recent correspondence to the

Shire has been provided to Council under separate cover for information purposes and in order to consider a response to DevWA.

In order to progress development at R44775, a further meeting held with DPLH Staff and Shire representatives resulted in a series of options being discussed to facilitate and presented to the Shire in relation to a portion of R44775 being used for industrial land use.

These Options are as follows;

Fee Simple Model

- Require full survey – cost to proponent. Would need to consider what are of land is being pursued and if multiple lots are proposed;
- Land is generally sold at unimproved market value (refinement of this would be assisted by understanding servicing costs for the development);
- Can be mortgaged – subject to Minister for Lands’ delegated approval;
- SoEP could consider acquiring in fee simple, then leasing or on-selling developed land to proponents (Komatsu/other)
- SoEP would have certainty of land tenure over the developed GIA area.
- When considering fee simple, there needs to be sufficient justification around development and use of the land – normal practice would be to consider a lease in the first instance to enable development/improvement and then demonstrate viable operation and use of the land. Subsequent request for fee simple conversion could be considered accordingly.
- The idea of seeling land in fee simple without development would not be able to be entertained. This is a form of land banking and could not be supported.

Leasehold Model

- Requires survey, however not necessarily always to the same extent as fee simple;
- The SoEP could request a lease for development of the GIA area (actual area to be considered by SoEP – small targeted development or wider GIA, staged?);
- Leases are flexible instruments and appropriate development milestones/timeframes can be worked into lease deeds.
- Unimproved market rental applies to leases. If appropriate case demonstrated, DPLH can consider the phased in rentals at nominal value – to assist in the initial capital expenditure for development of the lease area. Once serviced/developed market rentals would apply.
- SoEP could sub-lease whole or portions of its GIA lease to GIA proponents as required – that is if the SoEP wanted to retain control of the GIA development and its landholdings.
- SoEP could request partial fee simple conversion of portions of its lease as and when required, at market value, for on-sale to GIA operators;
- Alternatively, SoEP could consider consenting to transfers in fee simple of portions of its leasehold tenure, as and when proponents want to purchase the land which DPLH could facilitate as required, direct with GIA operators – and with the agreement from SoEP to surrender the relevant areas of its lease.

Cody Rampant from DPLH has further advised that:

Both of the above tenure options would need to be informed by a development proposal and SoEP's preference around managing the development and ongoing use/sale/tenancy of the GIA. If the idea of being the landowner/landlord for the GIA is not preferred then DPLH can consider proposals for part of the area, direct from Proponents. A key consideration in that circumstance is ensuring appropriate planning is in place to enable tenure outcomes. Additionally, the matter of how servicing and improvements are to be achieved requires confirmation. I note that if ad hoc development and disposal is proposed, such approach to servicing of a proposed GIA precinct may present issues with consistency and impact on wider development opportunities in the area.

Please note, all crown land assembly and tenure grant processes are subject to a level of due diligence and statutory approval requirements. These processes take time and can be subject to external agency timeframes and priorities.

Shire Staff have also been advised by Staff at DPLH that there are no Native Title Implications associated with the above proposed land transactions.

The Staff Recommendation provides a pathway forward to progress the land assembly by firstly seeking consent from the State Government to amend the Management Order on the land to allow industrial land activities on R44775 currently reserved for Airport Activities. As such the Airport Masterplan, prepared by JJ Ryan Consultants, has identified this land as surplus and suitable for alternate land use.

It is then the intention of the Shire to meet with the key anchor tenant to mutually agree on a legal instrument committing the parties to the terms of development and leasehold. Further it is thought that a Business Case will be required to be prepared for disposition of property as a major land transaction for which proposal is given public notice for a period of six weeks.

In the event the State government supports the Proposal for amendment of Reserve land use, a host of technical reports will need to be prepared and development approval sought for development on the land. Subsequently, the land will then need to be provided with services including power, roads, water etc.

STATUTORY IMPLICATIONS/REQUIREMENTS

Planning and Development Act 2005 contains provisions for scheme reviews, amendments and development applications process, all of which would apply to the land and costs borne by the Proponent.

The studies to further support development at the site, at a minimum, may include;

- Geotechnical Report
- Local Water Management Strategy
- Servicing Report
- Flora and Fauna Report include EPBC Act provisions
- Heritage Assessment
- Proposed plan of subdivision/lot layout
- Fire Management Plan

- Surveying costs
 - Legal fees
- (Development costs not included; see financial implications)

In the event the leasehold model is progressed and the land remains a Reserve a Scheme Amendment may not be required.

Further development would need to comply with the Building Act 2011 and Health Act 1911 provisions. Upon referral of either the scheme amendment or development applications State Agencies may require additional studies to be prepared, to their satisfaction.

In the event Council, seeks landlord model or disposition the provisions of the Local Government Act 1995 may apply and a Business Case prepared in accordance with sections 38 and/or 39.

Provisions of the *Transfer of Land Act 1893* and *Land Administration Act 1997* provide for the consideration of the land to be granted under a Management Order to the local government as a Reserve with associated provisions.

POLICY IMPLICATIONS

Policy implications would be further explored at the development application stage.

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

G1.1 Enhance governance capability to deliver sustainable outcomes, roads and buildings.

3: Built Environment

Connected and accessible communities.

B1 Optimise places to live, work and enjoy.

B1.2 Provide and maintain open spaces for the community to recreate and connect

RISK MANAGEMENT CONSIDERATIONS

There is higher financial risk for the Shire in the landlord model as opposed to revoking the portion of Reserve and handing it back to the DPLH for direct development under a State Agreement model. There is however, the opportunity for the Shire to retain greater control at the site in the event the Shire is the landlord and pursues lease model.

FINANCIAL IMPLICATIONS

The Staff Recommendation suggests that in the event an anchor tenant cannot be provided by way of Deed of Agreement to commit to development at site the funds

would not be expended on planning and development studies as identified in the Statutory Requirements section of this Report.

A series of reports are to be conducted as is normal development procedure for such a site. The anticipated costs are expected to be \$200,000. The costs would need to be transferred from the airport reserve.

Account	Description	Amount
888311	Newman Airport Reserve	-\$200,000
129008	Master Planning and Land Use Planning	+\$200,000

VOTING REQUIREMENTS

Absolute.

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/141

MOVED: Cr Geraldine Parsons

SECONDED: Cr Holly Fleming

That Council authorise the Chief Executive Officer to:

- 1. Submit a Crown Land Enquiry to the Department Planning Lands and Heritage that;**
 - a. Seeks consent to amend portion of Reserve 44775, identified on Newman Airport Masterplan Map Sheet 2 of 2 prepared by JJ Ryan dated 17/2/2020 as “Stage 1” from “Airport” to “Industrial Land Use” as defined in the model scheme provisions Planning and Development Regulations 2015.**
 - b. Seeks consent for such Management Order to permit the Shire of East Pilbara to lease the land not exceeding 21 years.**
- 2. Respond to DevWA correspondence advising that whilst the Shire appreciates their offer for assistance it has decided to progress with development options for industrial land uses at Airport Reserve 44775.**
- 3. That a Deed of Agreement is to be received by the Shire to the satisfaction of the Chief Executive Officer and the Shire President that commits an Anchor Tenant to the site.**
- 4. Subject to the satisfactory progression at Point 3 determine the requirements of disposition under the Local Government Act and prepare a Business Case, if required.**
- 5. Subject to the satisfaction of Point 3, the amount of \$200,000 is transferred from the airport reserve to GL 129008 *Master Planning and Land Use Planning* and**
- 6. That Council engage JJ Ryan to undertake the additional studies required as part of the development process.**

CARRIED UNANIMOUSLY

To be actioned by Mrs Lisa Edwards, Manager Land Use & Strategy

Appendix 1

NAMP Area A Map



10.1.10 REQUEST FOR PORTION OF RESERVE 48190 TO BE TRANSFERRED TO SHIRE OF EAST PILBARA UNDER MANAGEMENT ORDER FOR CARAVAN PARK, SHORT STAY ACCOMMODATION AND ASSOCIATED FACILITIES

Attachments: Appendix 1 – Site Plan
Responsible Officer: Mr Jeremy Edwards
Chief Executive Officer
Author: Ms Lisa Edwards
Manager Land Use & Strategy
Proposed Meeting Date: 27 March 2020
Location/Address: N/A
Name of Applicant: N/A
Author Disclosure of Interest: Nil

REPORT PURPOSE

To request Department Planning Lands and Heritage grant a Management Order to the Shire of East Pilbara for Lot 302 Candlestick Drive, Newman, (Kurra Village-ptn R48190), for the purpose of Caravan Park, short stay accommodation and associated facilities.

A Site Plan is attached as **Appendix 1**.

BACKGROUND

On 18 December 2018 the Shire received correspondence from Department Planning Lands and Heritage (DPLH) advising that they were investigating the closure of “BHP Kurra Village Accommodation Camp” in the Shire. Since this time the Shire has been considering options in relation to the acquisition of a portion of the land for tourist accommodation. BHP have indicated that the site will be available to the Shire in June 2020.

Shire Staff has met onsite with BHP representatives to discuss closure plans at the site and an opportunity has arisen to obtain some of the existing accommodation (Dongas) that are due to be demolished and to retain some of the existing infrastructure from the site for free. An application by the Shire is currently underway to obtain the dongas with a determination pending.

Newman currently has no publically available Caravan Parks and there are currently very few facilities available for tourists for overnight or short stay accommodation. Furthermore the Shire has recently commissioned a community perception survey with 77.5% of people satisfied (6-10/10) with information and services for tourists. While this number is particularly high, 12.6% are dissatisfied which could be a result of the lack of caravan park facilities within Newman. It is believed this project will not only provide additional services to the town but also more incoming tourism opportunities to visitors of Newman.

COMMENTS/OPTIONS/DISCUSSIONS

The administration has indicated that the Shires delivery of the project may be undertaken in 3 key stages as below:

Stage 1: Masterplan and Basic Setup – 2020/21

The initial planning stages will identify the overall design for the new Caravan Park, to meet current and future needs and define the different stages of development so that the project can be adequately funded over the next 2 financial years. Planning must consider the lifecycle of the current site infrastructure and further infrastructure development requirements, taking into account adequate usage of the 'Donga's' obtained from BHP.

Requirements of the masterplan are outlined as:

- An overall site plan – depicting layout and the different stages of development;
- Traffic management plan – with consideration of line marking and parking for accommodation areas;
- Signage plan;
- Basic Business plan – outlining the day to day operations of the site and future financial viability;
- Budget cost estimates;
- Service locations survey;
- Waste management plan; and
- Reticulation and landscaping
- Complete application for a Caravan Park License
- FMP/Development Application/Local Water Management Plan

Informed by the masterplan, the basic setup will be the initial infrastructure arrangements required to allow recreational vehicles (RV's) for short term stays. The setup will provide the establishment of essential services including

- Water provided to the existing ablutions, office space and gatehouse
- Power provided to the existing ablutions, office space and gatehouse
- Bin store
- Waste facilities (including reconnection of the existing macerator and installation of a liquid waste dump point)
- Line marking for RV's
- Basic signage

The intent behind Stage 1 is to establish an area for RV's only as an initial short term stay option and not to provide for powered sites for camping/caravans. Stage 1 will be based on the existing ablutions infrastructure, with the number of bays/sites sized accordingly. To complete the above works the administration would require additional resourcing in the form of a project manager and superintendent to deliver the project.

Stage 2: Initial Caravan Setup – 2021/22

Following on from Stage 1, Stage 2 will include the setup of the BHP dongas as well as the following:

- Toilet and Shower facilities renewal and upgrades
- Laundry facilities renewal and installation
- Refurbishment to the existing site office to allow for communal kitchen and activity room

- Refurbishment of the Gate house for full operation
- Installation of the dongas which will require suitable concrete footings, appropriate access considerations and service connections
- Updating the site masterplan based on the project
- Setting up and budgeting for long term maintenance of infrastructure

To complete the above works the administration will require additional resourcing in the form of a project manager and/or superintendent. To operate the site, the administration will require additional resourcing to employ a caretaker including the provision of accommodation.

Stage 3: Full Caravan Setup – 2022/23

Following on from the initial caravan setup, stage 3 will see the addition of serviced camping sites and integrated services required for the full operation of the Caravan Park, including to following:

- Serviced camping sites – including power and Water.
- Basic outdoor cooking facilities (BBQ's)
- Introduction of reticulated greenspaces;
- Other additional communal facilities as required (to be defined in the masterplan).

Additional Upgrades

Additional consideration should be given to diversify the Caravan Parks offerings by upgrading the provided accommodation units to allow for a larger range of users. At present BHP have confirmed 19 Donga units to be supplied initially, with the potential opportunity to obtain up to an additional 12 dongas in future years. The initial 19 units will provide 76 single person units (4 single person units per Donga). By converting a proportion of the units from single person units to double units, the Shire will allow for a larger range of users and provide more options to the public. The suggested ratio of accommodation types are listed below:

Room type	Number of Donga's	Total number of rooms
Single	3	12
Double	16	32
Total	19	44

Other important information

- It is the intention of this project that the Western section of Candlestick drive which currently runs through the development area, is to remain closed to public access for safety and security reasons. If this project does not proceed several works will be required to this section of road to allow public access, including street lighting upgrades – which would require significant funding.
- As part of the handover of the proposed site from BHP, the Shire will take the responsibility and ownership for all power, drainage, and sewerage assets on site, including the operation and maintenance responsibilities.
- The overall timeline of this project is subject to the transfer of land to the Shire and acceptance of land use application by DPLH.

STATUTORY IMPLICATIONS/REQUIREMENTS

The Shires Local Planning Scheme will require the lodgement of a Development Application for the proposed land uses on the Reserve land.

Caravan parks are operated under the provisions of the *Caravan Parks and Camping Grounds Act 1995*.

Building and development at site will be required to comply with the *Health Act 1911* and *Building Act 2011* provisions.

Provisions of the *Transfer of Land Act 1893* and *Land Administration Act 1997* provide for the consideration of the land to be granted under a Management Order to the local government as a Reserve with associated provisions.

POLICY IMPLICATIONS

Nil.

STRATEGIC COMMUNITY PLAN

1: Economic

A diverse and sustainable regional economy.

E1 Develop and promote a diverse and sustainable economy.

RISK MANAGEMENT CONSIDERATIONS

Nil.

FINANCIAL IMPLICATIONS

The administration has indicated that a conceptual estimate has not been completed for this project as time is of the essence. The key driver is to receive the Caravan Donga's, free of charge as part of the closure of the Kurra Camp. However during Stage 1 the intent would be to develop cost estimates for Stages 2 and 3.

FUNDING / GRANTS

Council Funds	Amount
2020/21	\$1,000,000*
2021/22	TBA**
2022/23	TBA**

*At the strategic planning day held on the 22nd November 2019, council indicated an amount of \$1m towards establishment of a caravan park subject to budgeting

**Budgeting for future financial years to be determined during Stage 1

VOTING REQUIREMENTS

Absolute

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/142

MOVED: Cr Karen Lockyer

SECONDED: Cr Holly Fleming

That Council:

- 1. Seek approval from the Hon. Minister for Planning for Lot 302, Candlestick Drive Newman, (portion of existing R48190) to be granted a Management Order for the land use purpose of Caravan Park, Short Stay Accommodation and associated facilities with power to lease for a period of not exceeding twenty one years, subject to consent of the Minister for Lands;**
- 2. Advise that it accepts formal acceptance of areas of hardstand and associated infrastructure being retained at site and as agreed with BHP, to the satisfaction of the Chief Executive Officer and;**
- 3. Allocate \$1,000,000 in the 2020/21 budget to fund Stage 1 – Masterplan and Basic Setup.**

CARRIED

RECORD OF VOTE: 8-1

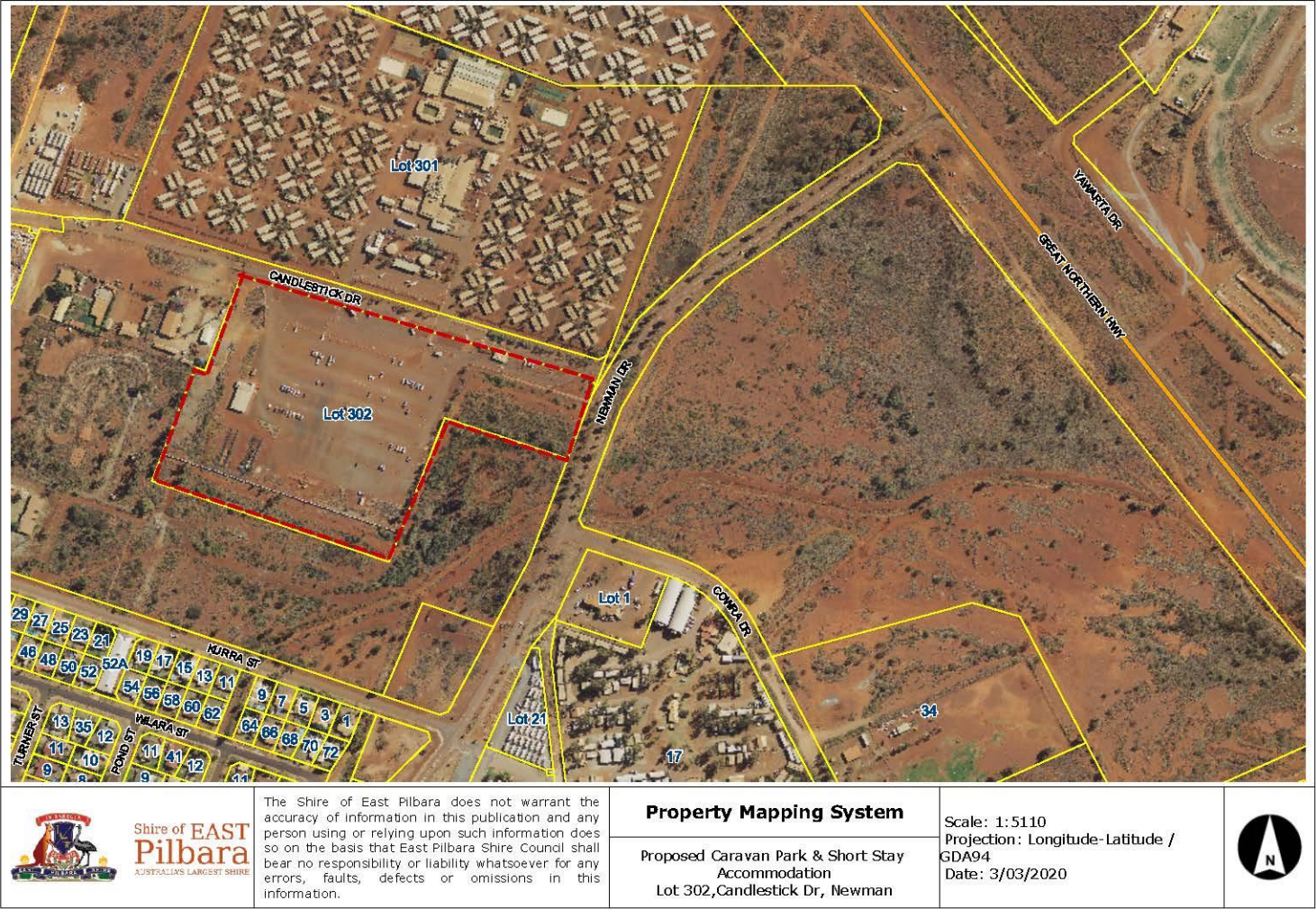
FOR: Councillors Craigie, Parsons, Fleming, Lockyer, Hatwell, Mortimer, Smith and Middleton.

AGAINST: Cr. Coppin OAM

Reason for Cr. Coppin's dissent: agrees in principle but doesn't wish to allocate \$1,000,000 at this time.

To be actioned by Mrs Lisa Edwards, Manager Land Use & Strategy

Appendix 1 Site Plan



**10.1.11 SUBDIVISION APPLICATION - LOT 14 SHOVELANNA STREET,
NEWMAN**

Attachments:	Appendix 1 – Site Plan Appendix 2 – Approved Planning Application
Responsible Officer:	Mr Jeremy Edwards Chief Executive Officer
Author:	Ms Lisa Edwards Manager Land Use & Strategy
Proposed Meeting Date:	27 March 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

To consider a proposal from the landowner to vary new lot frontage requirements for a proposed Western Australian Planning Commission (WAPC) subdivision application for two lots on current Lot 14 Shovelanna Street, Newman.

A Site Plan as **Appendix 1**.

BACKGROUND

The landowner has requested Council to consider a reduced front and rear boundary dimension of 20 metres in lieu of 30 metres as prescribed by the LPS No.4 in order to progress a WAPC subdivision application for two new lots of approximately 1500 square metres each.

Previous approval include infrastructure that includes hardstand, warehouse, office and caretakers residence, all of which is located to one side and effectively leaving vacant land remaining for new lot creation. A Copy of the approved planning application is attached as **Appendix 2**.

COMMENTS/OPTIONS/DISCUSSIONS

Permitting the reduction of lot boundaries equates to the possibility of a greater supply of industrial land in the area. This permission has the potential to create precedence in the industrial zone and result in smaller lots generally in the area.

Concerns in the Industrial zone can include emitting of emission of varying qualities where neighbouring land owners can be affected and traffic access and egress particularly where lot sizes are reduced, including crossover location. Development Application process considers separation to other land uses and the subdivision process can consider location of crossovers and traffic safety.

Officers comments *that the site already has a crossover arrangement that doesn't meet the proposed drawings and in fact looks like the site is already being used as 2*

individual lots. It would be our suggestion that the proposal should include accurate existing drawings and updated development drawings that are precise to the proposal. For example the exact crossover distance of 20m should be detailed, the existing/new driveways shown and it would be optimal to have drawings that show adjacent driveways so the Shire can assess if there will be any impact. We also noticed the curbing around the current crossovers has severe cracking, so this would need replacement if they are to change the locations.

This advice will be provided to the Proponent as Advice only and can be addressed further at the time of the Subdivision Application/Development Application with appropriate conditions applied.

STATUTORY IMPLICATIONS/REQUIREMENTS

The Shires Local Planning Scheme Industrial land development standards requires industrial lots to have a minimum lot frontage of 30m and a minimum lot size of 3000 square metres.

Further the LPS prescribes building setbacks of 9 metres applicable to the front, side and rear setbacks. It would appear there is a history of industrial zoned land development that does not adhere to this requirement and it is suggested that this setback is reviewed through scheme review process. Development at the new lot, if subdivision is successful will be considered at that time.

Therefore, this Report only considers the Applicants request to vary Lot frontage requirements and no other matter that may arise from the lodgement of an Application for Subdivision in the future.

POLICY IMPLICATIONS

The WAPC Policy DC 4.1- Industrial Subdivision provides parameters for industrial land subdivision however does not prescribe setbacks or lot boundary dimensions. It may however, require a Proponent to lodge preliminary plans/development design prior to making a decision on an industrial land subdivision. An objective of that Policy is to provide for the safe and efficient movement of traffic to and from each site within the industrial area. Further it requires that lots should provide sufficient space to accommodate requirements for safe ingress and egress, vehicular movement with the curtilage of the site, parking, deliveries, storage and bin areas, boundary setback requirements and landscaping.

The proposed driveways will be required to meet the Shire policy (10.4 Crossover Subsidies and Specifications in the policy manual) in regards to size requirements whether single or joint.

STRATEGIC COMMUNITY PLAN

1: Economic

A diverse and sustainable regional economy.

E1 Develop and promote a diverse and sustainable economy.

RISK MANAGEMENT CONSIDERATIONS

Nil.

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/143

MOVED: Cr Karen Lockyer

SECONDED: Cr Anthony Middleton

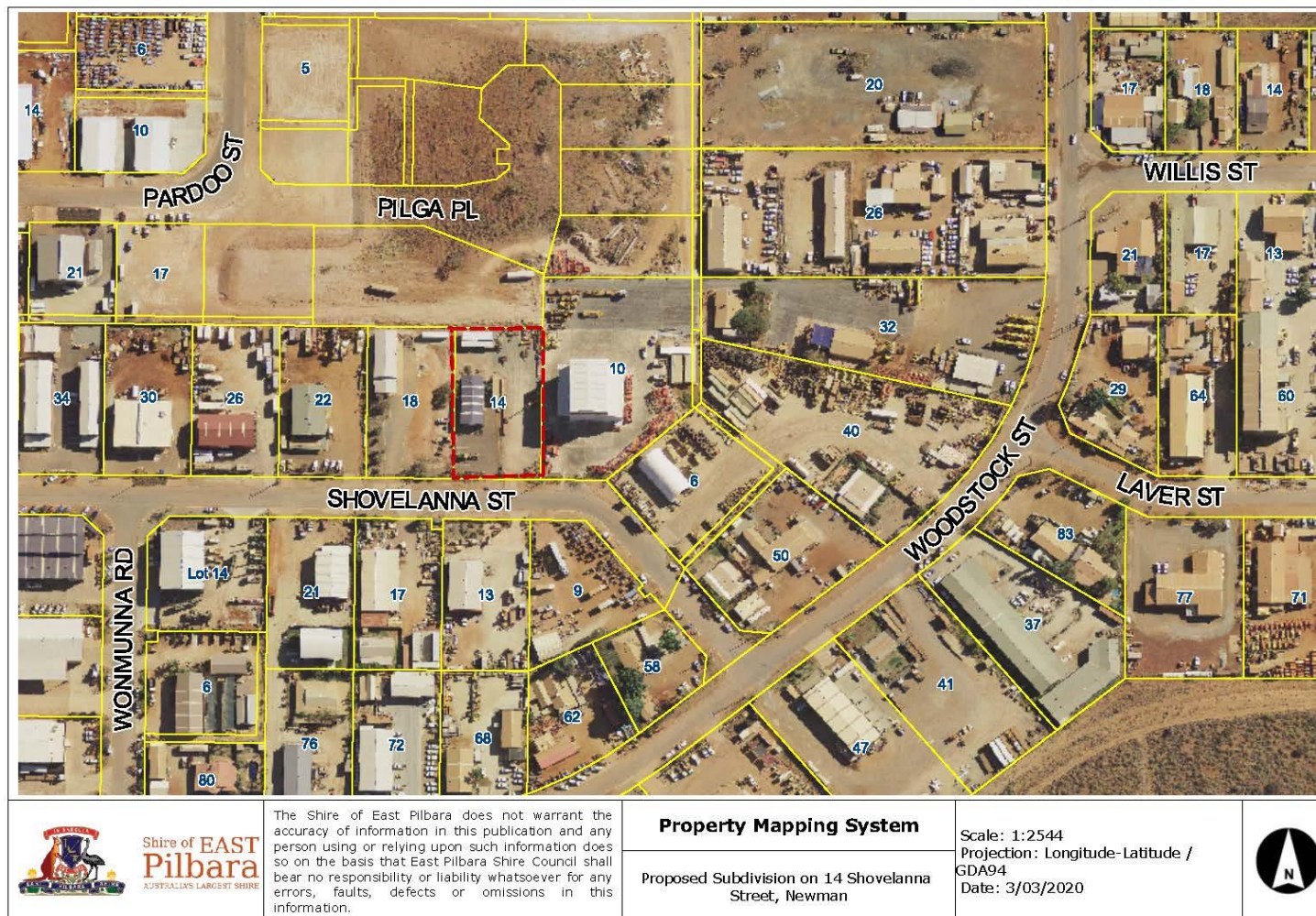
That Council:

1. Authorise the Chief Executive Officer to support a Western Australian Planning Commission Subdivision Application for Lot 14 Shovelanna Street, Newman for the matter of a reduction of the front and rear lot boundary to a minimum of 20m and;
2. Advise the Proponent that Council has only considered the matter of the lot boundary variation and no other matter therefore reserves it right to make full assessment of the Proposal at the time an Application for Subdivision is received.
3. Advise the Proponent that a Development Application will be required prior to commencement of development on the new lot.

CARRIED UNANIMOUSLY

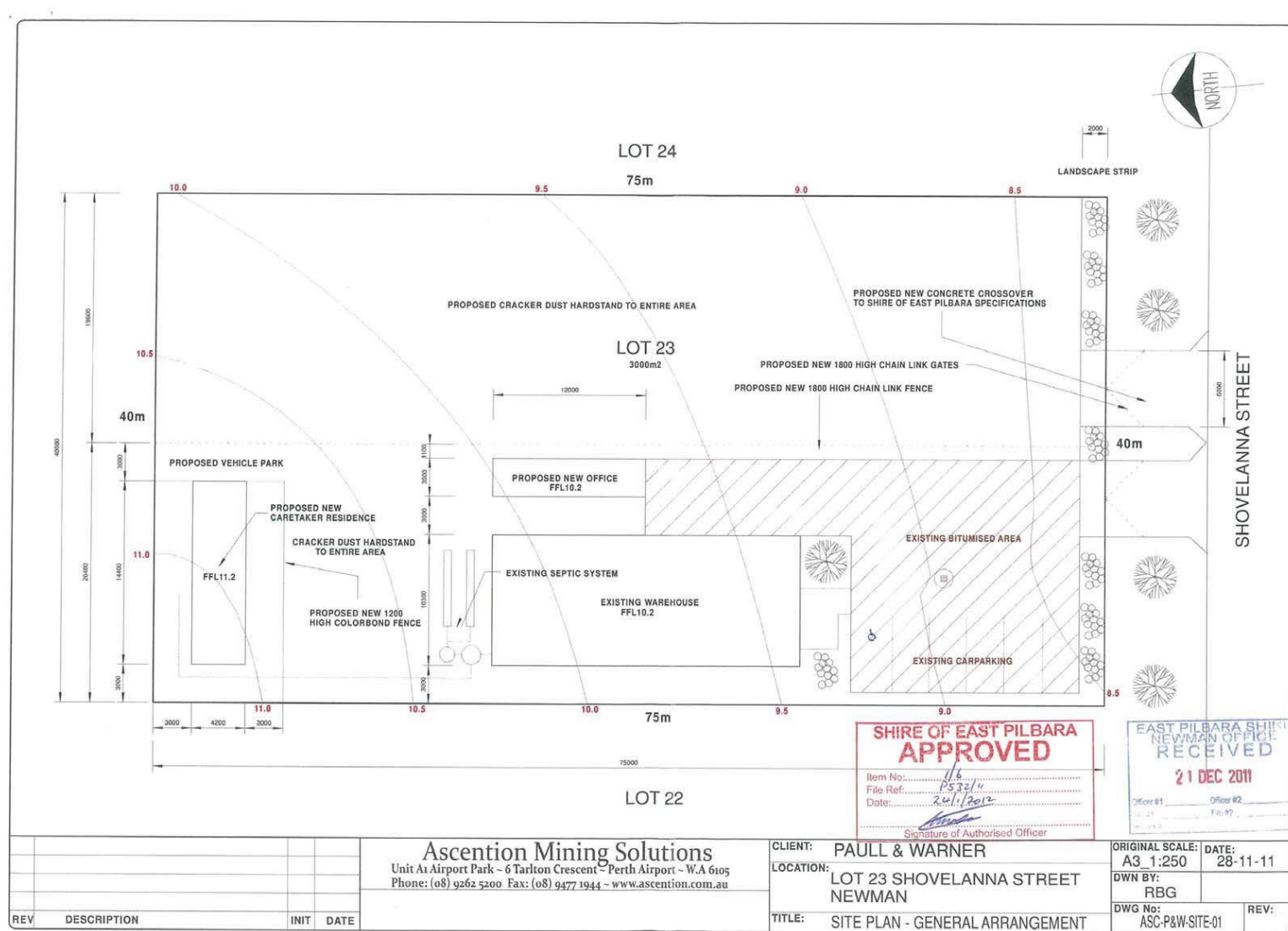
To be actioned by Mrs Lisa Edwards, Manager Land Use & Strategy

Appendix 1 Site Plan



Appendix 2

Approved Planning Application



10.2 EM CORPORATE SERVICES

10.2.1 FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 JANUARY 2020

Attachments:	Appendix 1 – Monthly Financials – January 2020
Responsible Officer:	Ms Sian Appleton Executive Manager Corporate Services
Author:	Mrs Lisa Davis Manager Corporate Services
Proposed Meeting Date:	27 March 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

To provide Councillors with a monthly financial statement on the operations of Council.

BACKGROUND

The attached 24-page report details the financial activities of the Council for the period 1st July 2019 to 31st January 2020 of the 2019/2020 financial year –

There are 4 sections of the monthly report:

1. Monthly Health Checks and Summary Graphs
2. Statutory Reports – Rate Setting Statement, Operating Statement, Cash Flow
3. Various other Notes to give council an overview of the Shire's current financial situation, including Material Variances for Programs and Nature and Type as per the budget the council adopted variance threshold limits of 10% or \$10,000 whichever is greater.
4. A detailed Capital Projects schedule detailing all expenditure

COMMENTS/OPTIONS/DISCUSSIONS

The Executive Manager Corporate Services will provide an overview and explanation as required of how to interpret the financial statement at the meeting.

Reportable variations in accordance with the materiality threshold as per Council resolution.

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government Act 1995
Part 6 Financial Management

Division 4 General financial provisions
Section 6.4(2)

Local Government (Financial Management) Regulations 1996
Part 4 Financial reports
Reg 34(1) –

POLICY IMPLICATIONS

3.1 ACCOUNTING POLICIES

STRATEGIC COMMUNITY PLAN

Nil

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

G1.1 Enhance governance capability to deliver sustainable outcomes, roads and buildings

RISK MANAGEMENT CONSIDERATIONS

Legislative - Medium

FINANCIAL IMPLICATIONS

This report discloses financial activities for the period under review.

VOTING REQUIREMENTS

Simple.

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/144

MOVED: Cr Geraldine Parsons

SECONDED: Cr Karen Lockyer

That the monthly financial statements for the period 1st July 2019 to 31st January 2020 of the 2019/2020 financial year as presented be received.

CARRIED UNANIMOUSLY

To be actioned by Mrs Lisa Davis, Manager Corporate Services

Appendix 1

Monthly Financials – January 2020

Shire Of East Pilbara

Monthly Financial Statements

(Containing the Statement of Financial Activity)

For The Period Ending 31st January 2020

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

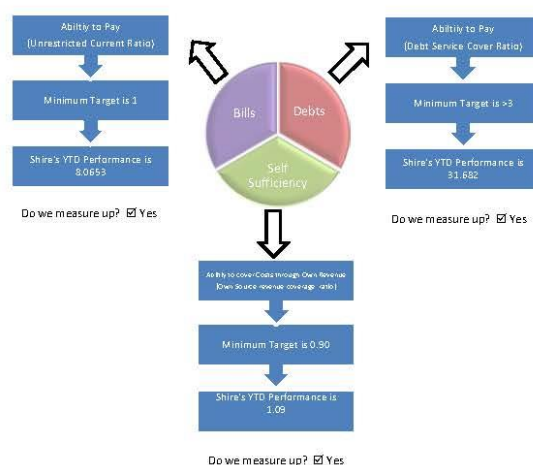
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MONTHLY FINANCIAL HEALTH CHECKS

For The Period Ending 31st January 2020
Highlighting how the Shire of East Pilbara is tracking against financial ratios

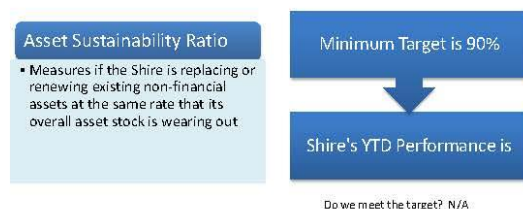


How are we tracking against our budget targets?

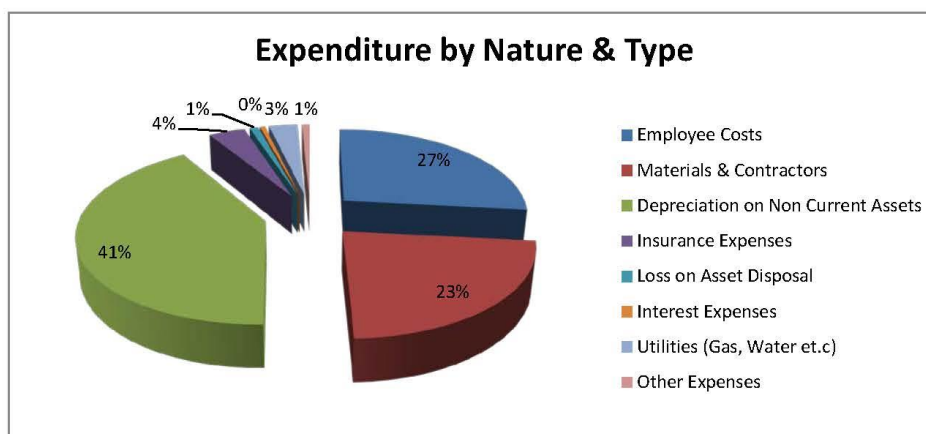
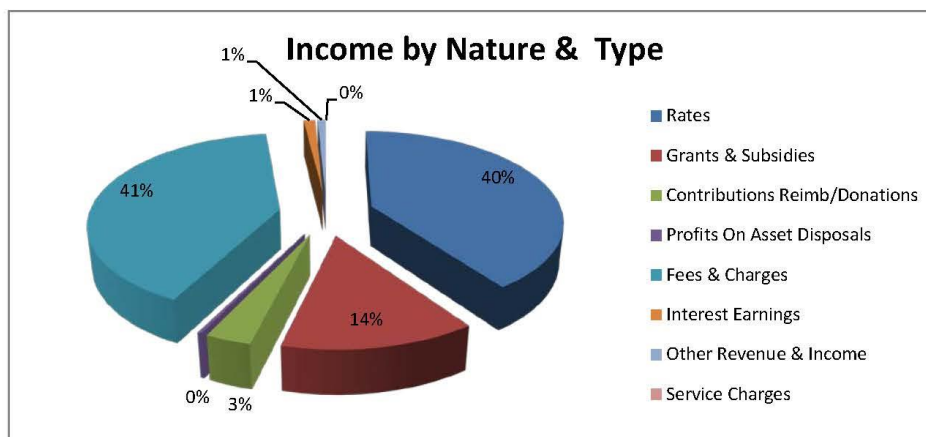
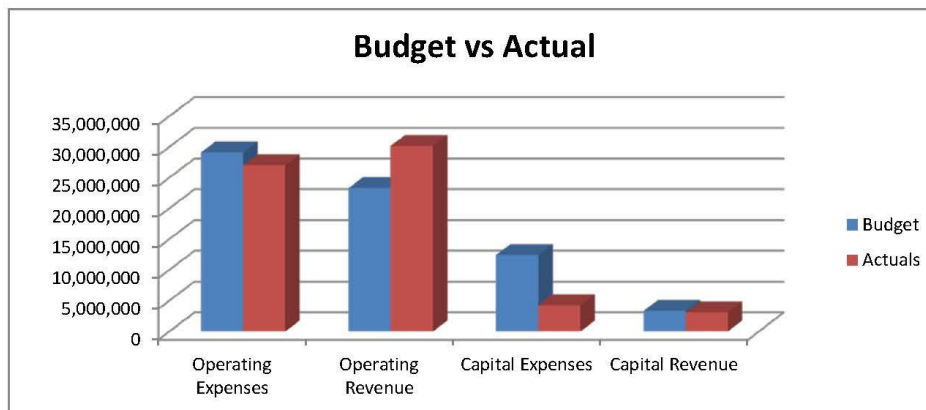


Adjusted operating surplus and self sufficient ratios are high due to rates being fully funded at the beginning of the financial year. However as the year progresses, operating expenditure will continue to draw on this revenue source reducing to target by 30 June 2020

It should be noted that the increase in depreciation (following the revaluation of assets at fair value over the last four years) has significantly increased the annual depreciation and puts pressure on the operating surplus result.



Shire Of East Pilbara
Financial Graphs
For The Period Ending 31st January 2020



SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

27 MARCH 2020

Shire Of East Pilbara Operating Revenue and Expenses For The Period Ending 31st January 2020												
Function, Sub-Function and Department Name	Budget Annual Revenue	Budget YTD Revenue	Actual YTD Revenue	Monthly Budget vs Actual \$ Variance	Monthly Bud vs Actual % Variance	ELSON	Budget Annual Expenditure	Budget YTD Expenditure	Actual YTD Expenditure	Monthly Budget vs Actual \$ Variance	Monthly Bud vs Actual % Variance	NOTES
General Purpose Funding												
Rates	13,435,700	7,958,937	13,503,597.74	(5,544,660.74)	(69.67)		486,500	765,097	128,730.84			
Other General Purpose Funding	(2,343,000)	1,365,300	262,830.11	1,102,169.89	na							
Total General Purpose Funding	11,092,700	9,323,937	13,766,427.85				486,500	765,097	128,730.84	136,366.16	51.44	
Governance												
Members of Council	100	56	-				768,600	442,568	386,909.96			
Other Governance	349,800	206,911	331,094.49				1,933,100	1,154,216	775,086.55			
Corporate Governance	-	-	-				313,600	182,974	209,442.94			
Customer Service	-	-	-				282,100	177,730	177,233.46			
Marketing, Media and Publication	-	-	-				120,500	58,611	36,642.21			
Stakeholder Management	-	-	-				156,800	83,867	50,961.01			
Financial Services	-	-	-				813,800	471,786	471,217.29			
Records Management	-	-	-				117,500	64,449	57,177.77			
Human Resources	-	-	-				546,700	330,361	309,137.64			
Occupational Health and Safety	-	-	-				172,600	64,512	49,749.87			
Information and Technology	-	-	-				485,100	306,292	317,265.61			
IPR, Strategic and Business Planning	-	-	-				78,500	60,536	59,353.33			
Procurement and Contract Management	-	-	-				283,000	165,067	143,552.59			
Asset Management	-	-	-				261,600	299,999	110,969.77			
Fixed Assets	-	-	-				514,300	299,999	314,010.01			
Allocations To Other Functions	-	-	-				(6,567,900)	(3,831,268)	(3,071,072.92)			
Total Governance	349,900	206,997	331,094.49	(124,097.49)	(59.95)		277,900	331,849	438,966.35	(106,217.35)	(32.01)	
Law, Order & Public Safety												
Fixed Assets	-	-	31,686.56				208,600	121,674	173,696.79			
Ranger Services	48,200	17,486	17,517.10				475,500	242,361	240,827.71			
Emergency Management	79,000	74,249	56,143.60				382,100	397,859	315,254.33			
Security and Surveillance	500,000	291,662	500,000.00				218,100	98,042	71,951.32			
Total Law, Order & Public Safety	627,200	383,397	605,344.26	(221,947.26)	(57.89)		1,484,300	859,936	801,731.85	58,204.15	6.77	
Health												
Fixed Assets	35,000	35,000	37,056.82				26,700	15,375	9,342.63			
Health Inspection and Administration	72,000	51,854	54,369.07				571,600	312,389	307,810.01			
Preventative Services	18,000	5,537	9,568.25				96,600	36,343	39,830.06			
Total Health	125,000	92,391	100,994.14	(8,603.14)	(9.31)		694,900	364,307	356,982.52	27,324.48	7.11	
Education & Welfare												
Fixed Assets	-	-	-				458,800	267,624	263,695.86			
Place Based Services (Newman)	99,400	38,724	-				615,400	289,018	205,984.49			
Youth & Family Services	191,700	111,818	173,457.14				1,070,800	620,134	516,767.46			
Place Based Services (Rural)	300,000	-	-				855,400	505,057	253,647.53			
Total Education & Welfare	585,100	150,542	173,457.14	(22,915.14)	(15.22)		2,990,400	1,781,833	1,337,015.25	444,817.75	24.96	
Housing												
Fixed Assets	-	-	-				450,900	263,025	302,892.41			
Staff Housing - Newman	204,300	119,168	126,979.54				204,300	70,616	187,056.30			
Staff Housing - Marble Bar	47,500	21,848	17,350.00				47,500	21,777	17,350.00			
Marumilli Housing	26,000	12,537	7,895.00				26,000	12,244	7,895.00			
Built Infrastructure	84,000	43,442	45,919.44				121,100	60,060	53,142.38			
Total Housing	359,800	197,015	198,183.98	(1,168.98)	(0.59)		847,800	427,994	568,375.79	(140,381.79)	(32.80)	
Shire Of East Pilbara Operating Revenue and Expenses For The Period Ending 31st January 2020												

Shire Of East Pilbara												
Operating Revenue and Expenses												
For The Period Ending 31st January 2020												

Function, Sub-Function and Department Name	Budget Annual Revenue	Budget YTD Revenue	Actual YTD Revenue	Monthly Budget vs Actual \$ Variance	Monthly Bud vs Actual % Variance	ELSON	Budget Annual Expenditure	Budget YTD Expenditure	Actual YTD Expenditure	Monthly Budget vs Actual \$ Variance	Monthly Bud vs Actual % Variance	NOTES
Community Amenities												
Fixed Assets	-	-	-				795,100	411,313	537,320.63			
Waste Collection & Recycling	651,800	624,662	620,748.15				886,900	450,436	436,808.23			
Landfill Management	2,992,700	1,609,293	2,033,465.38				2,284,600	1,326,724	1,153,617.62			
Waste Water Management	892,000	819,531	882,739.68				1,148,600	670,103	493,441.41			
Firearm & Biodiversity	-	-	-				-	2,835	117.59			
Town Planning & Regional Develop't	32,400	48,062	74,880.40				231,700	368,735	90,400.85			
Land Strategy	-	-	-				175,100	102,186	97,443.01			
Built Infrastructure - Newman	7,000	4,281	4,270.99				91,800	45,108	44,201.53			
Built Infrastructure (other communities)	-	-	-				112,000	46,385	35,612.27			
Total Community Amenities	4,575,900	3,105,629	3,616,104.54	(510,475.54)	(16.44)		5,636,000	3,424,025	2,888,993.09	535,031.91	15.63	
Recreation & Culture												
Fixed Assets	-	-	-				2,213,700	1,349,656	1,339,344.25			
Built Infrastructure - Newman	-	-	-				660,800	126,609	225,321.86			
Built Infrastructure - Rural	83,300	48,587	59,891.23				374,000	218,106	172,484.37			
Aquatic Centres	208,000	119,854	108,908.97				1,489,400	902,454	695,785.74			
TV & Radio Re Broadcasting	-	-	-				19,700	20,223	32,006.68			
Recreation Centre - Newman	281,100	160,811	167,221.24				1,394,300	831,448	727,113.65			
Libraries	9,000	5,250	5,712.44				379,200	266,413	240,011.84			
Club Development	32,700	19,075	824.56				176,400	136,129	132,405.67			
Open Space Assets - Newman	254,300	148,323	92,744.06				3,096,600	1,821,925	1,362,076.19			
Other Culture	200	112	912.28				300	175	-			
Marumilli	1,231,000	712,222	439,097.66				1,550,100	724,458	748,303.74			
Culture & the Arts	2,500	17,236	1,813.13				231,900	135,233	61,901.97			
Events	224,000	129,493	166,213.13				697,900	380,681	328,060.15			
Other Operating expenses for R&E Reallocation	-	-	-				-	(28)	0.01			
Total Recreation & Culture	2,916,100	1,360,933	1,042,828.82	318,104.18	23.37		12,382,500	6,913,480	6,075,943.42	837,536.58	12.11	
Transport												
Fixed Assets	38,600	58,600	50,972.93				7,606,300	4,443,719	5,921,915.71			
Sts/4ds/Bridges/Depots - Construction	5,022,500	3,083,935	2,600,844.39				-	-	-			
Sts/4ds/Bridges/Depots - Maintenance	1,045,100	609,637	474,431.50				4,301,200	2,470,019	1,988,299.89			
Road Plant Purchases	60,800	35,462	41,736.57				-	-	-			
Aerodromes	12,397,000	7,529,065	9,629,660.18				10,413,200	6,023,377	5,145,145.02			
Total Transport	18,614,000	11,296,699	12,802,644.88	(1,505,946.21)	(13.33)		22,320,700	12,937,115	13,055,360.62	(118,245.62)	(0.91)	
Economic Services												
Fixed Assets	35,000	35,000	-				692,500	409,954	449,445.07			
Tourism and Area Promotion	285,300	181,286	143,601.31				608,500	429,191	180,372.16			
Building Control	98,700	55,811	56,291.48				192,300	112,764	127,122.80			
Rural Services	122,000	71,162	78,295.29				173,300	101,066	89,215.07			
Economic Development	100,000	49,581	-				269,700	174,481	46,907.40			
Newman House	227,700	123,081	138,800.37				187,400	109,305	100,799.70			
Total Economic Services	868,700	515,921	436,898.45	79,022.55	15.32		2,123,700	1,330,755	984,862.40	345,892.60	25.99	
Other Property & Services												
Fixed Assets	-	-	(19,028.66)				79,700	46,494	31,221.96			
Private Works	10,000	5,831	1,901.83				5,000	2,919	2,085.03			
Public Works Overheads	-	(1,758)	3,000.00				-	32,529	52,754.57			
Plant Operation Costs	-	-	-				1,000	(211)	158,346.86			
Salaries and Wages	10,000	5,831	1,269.42				10,000	5,831	2,424.63			
Project Management	-	-	-				431,700	268,061	147,483.63			
Unclassified	185,000	102,074	254,124.00				175,000	102,081	215,279.55			
Total Other Property & Services	295,000	111,986	241,266.59	(129,280.59)	(115.44)		702,400	457,894	608,598.25	(151,704.29)	(33.13)	
Total Revenue & Expenditure As Per Operating Statement	39,716,400	26,745,447	33,315,245.14				49,955,100	29,114,285	27,245,660.38			

SHIRE OF EAST PILBARA
Statement of Financial Activity By Nature and Type
For The Period Ending 31st January 2020

Description	2019/2020 Budget	2019/2020 YTD Budget	2019/2020 YTD Actual	Monthly Budget vs Actual \$ Variance	Monthly Bud vs Actual % Variance
OPERATING REVENUE					
Rates	13,619,600	13,619,600	13,389,732.44	(229,867.56)	1.69
Grants And Subsidies	8,772,400	5,117,233	4,565,428.49	(551,804.84)	10.78
Contributions, Reimbursements and Donations	2,566,000	1,496,833	1,080,141.61	(416,691.72)	27.84
Gain On Asset Disposals	128,600	75,017	100,687.05	25,670.38	(34.22)
Fees and Charges	17,530,200	10,225,950	13,526,871.76	3,300,921.76	(32.28)
Interest	1,113,500	649,542	382,258.70	(267,282.97)	41.15
Other Revenue/Income	934,000	544,833	270,125.09	(274,708.24)	50.42
Service Charges	0	0	0.00	-	na
<i>Total Operating Revenue</i>	\$44,664,300	\$31,729,008	33,315,245.14	1,586,236.81	(5.00)
Less: OPERATING EXPENDITURE					
Employee Costs	13,963,850	8,145,579	7,269,951.57	(875,627.60)	10.75
Materials And Contracts	14,756,800	8,608,133	6,245,089.31	(2,363,044.02)	27.45
Depreciation On Non Current Assets	16,848,900	9,828,525	11,337,229.44	1,508,704.44	(15.35)
Insurance Expenses	986,400	986,400	1,012,113.42	25,713.42	(2.61)
Loss On Asset Disposal	31,100	18,142	244,307.90	226,166.23	(1,246.67)
Interest Expenses	386,000	225,167	141,712.49	(83,454.18)	37.06
Utilities (Gas, Electricity, Water Etc)	2,299,800	1,341,550	791,678.93	(549,871.07)	40.99
Other Expenditure	682,250	397,979	210,325.79	(187,653.38)	47.15
<i>Sub Total</i>	\$49,955,100	\$29,551,475	27,252,408.85	(2,299,066.15)	7.78
Less: Applicable To Capital Expenditure	0	0	0.00	-	na
<i>Total Operating Expenditure</i>	\$49,955,100	\$29,551,475	27,252,408.85	(2,299,066.15)	7.78
NET PROFIT/(LOSS) RESULT	(\$5,290,800)	\$2,177,533	6,062,836.29	3,885,302.96	na
Other Comprehensive Income	\$0		0.00		
TOTAL COMPREHENSIVE INCOME	(\$5,290,800)	\$2,177,533	6,062,836.29	3,885,302.96	na

Rate Setting Statement
Operating Revenue and Expenses
For The Period Ending 31st January 2020

OPERATING REVENUE	Budget	YTD Budget	YTD Actual
General Purpose Funding	11,095,700	9,323,937	13,766,427.85
Governance	349,900	206,997	331,094.49
Law, Order & Public Safety	121,200	91,735	105,344.26
Health	90,000	57,391	63,937.32
Education & Welfare	585,100	150,542	173,457.14
Housing	359,800	197,015	198,183.98
Community Amenities	4,575,900	3,105,629	3,616,104.54
Recreation and Culture	2,316,100	1,360,933	1,042,828.82
Transport	13,508,200	8,177,251	10,202,811.99
Economic Services	733,700	515,921	436,898.45
Other Property & Services	205,000	111,986	227,783.89
Total Operating Revenue	33,940,600	23,299,337	30,164,872.73
Less: OPERATING EXPENSES			
General Purpose Funding	486,500	265,097	128,730.84
Governance	266,900	325,437	437,886.35
Law, Order & Public Safety	1,480,300	857,605	741,281.85
Health	694,900	384,307	356,982.52
Education & Welfare	2,998,400	1,781,833	1,337,015.25
Housing	847,800	427,994	568,375.79
Community Amenities	5,636,000	3,424,025	2,759,025.15
Recreation and Culture	12,382,500	6,913,480	6,075,943.42
Transport	22,304,600	12,921,015	13,045,687.64
Economic Services	2,123,700	1,330,755	940,825.42
Other Property & Services	702,400	457,894	609,598.25
Total Operating Expenditure	49,924,000	29,089,442	27,001,352.48
Add:			
Capital Grants and Contributions	5,647,200	3,352,510	3,096,418.06
Sale of Assets	268,000	220,486	208,277.24
<i>Write Back Depreciation</i>	16,549,200	9,653,672	11,334,905.12
	22,464,400	13,226,668	14,639,600.42
Less: CAPITAL WORKS PROGRAMME			
Governance	558,000	365,023	233,303.82
Law, Order & Public Safety	565,000	93,912	60,647.42
Health	65,000	35,287	60,371.33
Education & Welfare	220,000	-	-
Housing	1,039,300	848,881	20,063.45
Community Amenities	6,779,400	347,967	53,826.83
Recreation and Culture	828,000	328,798	158,189.27
Transport	8,557,700	9,590,898	3,571,407.86
Economic Services	1,130,000	802,912	121,753.84
	19,742,400	12,413,678	4,279,563.82
Less: OTHER			
Repayments of Debentures	1,149,900	494,535	494,534.52
<i>Less Contributions to Loan Principal</i>	-	-	-
<i>Local Gov Housing Trust</i>			(87,585.55)
<i>Deferred Rates</i>			4,097.00
Transfers to Reserves	3,589,300	28,801	7,195,228.02
	4,739,200	523,336	7,606,273.99
Add: FUNDING SOURCES			
Reserves Utilised	3,379,700	281,642	1,051,766.11
Proceeds from New Debentures	5,500,000	-	-
Estimated Surplus/(Deficit) July 1 b/fwd	4,245,000	4,245,000	4,248,990.00
	13,124,700	4,526,642	5,300,756.11
Estimated Surplus/(Deficit) June 30 c/fwd	(4,875,900)	(973,809)	11,218,038.97

CASHFLOW
For The Period Ending 31st January 2020

Municipal Fund

Cashflows From Operating Activities

Receipts from Operations	31,217,794.44
Less: Payments for Operations	-14,669,544.20
Net Cash Provided by Operating Activities	16,548,250.24

Cashflow from Investing Activities

Interest received	275,842.43
Payment for Property, Plant & Equipment	66,976.34
Less: Proceeds - Sale of Assets	-4,006,223.85
Net Cash Used by Investing Activities	-3,663,405.08

Cashflows from Financing Activities

Interest Paid	-123,850.36
Repayment of Borrowings	-494,534.52
Proceeds from Borrowings	0.00
Net Cash Used by Financing Activities	-618,384.88

Net Increase in Cash Held **\$12,266,460.28**

Municipal Fund Cash at Beginning of Year - 01/07/19 48,539,339.97

Municipal Fund Cash at End of Period - 30/06/2019 61,195,957.72

Net Increase in Cash Held **\$12,656,617.75**

Total Cash Balances

Municipal Fund		
- Cash At Bank	12,672,910.28	
- Cash Floats	17,928.23	
- Cash Invested	-1,648,593.57	11,042,244.94
Reserve Fund - Cash Invested		50,153,712.78
Total Cash Held		\$61,195,957.72

Shire Of East Pilbara
Acquisition & Construction of Assets
For The Period Ending 31st January 2020

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2019/2020 Funds Committed	2019/2020 Total Funds Spent YTD	Note
Governance									
Other Governance									
49001	Computer Equipment	100,000	29,162	50,000	19,805.30		18,457.73	38,263.03	
49003	Furniture and Equipment - Newman	25,000	14,581	25,000	-		-	-	
49007	MA Vehicle - Sedan (41227)	28,000	14,000	24,000	23,677.14		-	23,677.14	
49008	MHR Vehicle - Sedan (41228)	35,000	22,806	39,100	39,021.58		-	39,021.58	
49009	CMBO Vehicle - 4WD (41226)	60,000	32,550	55,800	55,792.83		-	55,792.83	
49012	MSL Vehicle - Sedan (41231)	45,000	0	0	-		-	-	
49014	EMCC Vehicle 4WD (41232)	75,000	41,762	71,600	71,575.26		-	71,575.26	
49016	Nwm Admin Building	50,000	52,500	90,000	4,800.00		22,500.00	27,300.00	
49026	M/Bar Admin Building	40,000	23,331	40,000	2,538.70		28,590.00	31,128.70	
49039	Nmw Admin Bldg Security Upgrade	100,000	76,000	100,000	16,093.01		9,000.00	25,093.01	
Total Governance		\$558,000	\$306,692	\$495,500	233,303.82	23.93	\$78,547.73	\$311,851.55	
Law, Order & Public Safety									
Fire Prevention/Emergency Services									
59006	Ranger Vehicle - 2WD (51111)	65,000	35,581	61,000	60,647.42		-	60,647.42	
59012	Nullagine BFB - Ablution Block	0	31,675	54,300	-		-	-	
		\$65,000	\$67,256	\$115,300	60,647.42		\$0.00	\$60,647.42	
Other Law, Order and Public Safety									
59022	** BHP - CCTV	500,000	58,331	100,000	-		-	-	
		\$500,000	\$58,331	\$100,000	-		\$0.00	\$0.00	
Total Law, Order, P/Safety		\$565,000	\$125,587	\$215,300	60,647.42	51.71	\$0.00	\$60,647.42	
Health									
79001	MHRS Vehicle - 4WD (71090)	65,000	35,287	60,500	60,371.33		-	60,371.33	
Total Health		\$65,000	\$35,287	\$60,500	60,371.33	-71.09	\$0.00	\$60,371.33	
Education and Welfare									
Community Services									
89017	Family & Youth Hub	200,000	0	0	-		-	-	
89023	CRC Marble Bar	20,000	0	0	-		12,625.72	12,625.72	
NEW	Newman Youth Centre	0	714	5,000	-		-	-	
Total Education and Welfare		\$220,000	\$0	\$0	-	na	\$12,625.72	\$12,625.72	
Housing									
Staff Housing									
99006	Cowra Unit Purchases x 2	200,000	0	0	-		-	-	
99019	Staff Housing Capital - M/Bar & Nullagine	257,300	257,300	257,300	-		338,507.58	338,507.58	
99020	Staff Housing Capital - Newman	472,000	472,000	1,230,000	12,118.70		624,624.15	636,742.85	
99025	Staff Housing Contingency	5,000	14,581	25,000	7,944.75		3,500.00	11,444.75	
99028	Staff Housing Capital - Airport	105,000	105,000	105,000	-		3,795.00	3,795.00	
Total Housing		\$1,039,300	\$848,881	\$1,617,300	20,063.45	97.64	\$970,426.73	\$990,490.18	
Community Amenities									
Sewerage									
109002	Sewerage Plant Capital Improv'ts	6,259,400	151,312	259,400	27,812.74		130,704.00	158,516.74	
109009	Chlorination System	60,000	96,250	165,000	-		-	-	
109018	Water Corp Maintenance Works	30,000	5,831	10,000	9,514.00		-	9,514.00	
		\$6,349,400	\$253,393	\$434,400	37,326.74		\$130,704.00	\$168,030.74	
Sanitation Other									
109016	Landfill and Civil Works	380,000	29,162	50,000	16,500.09		2,357.69	18,857.78	
109034	Newman Landfill Improvements	0	0	0	-		-	-	
		\$380,000	\$29,162	\$50,000	16,500.09		\$2,357.69	\$18,857.78	

Shire Of East Pilbara
Acquisition & Construction of Assets
For The Period Ending 31st January 2020

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2019/2020 Funds Committed	2019/2020 Total Funds Spent YTD	Note
Other Community Amenities									
109022	Public Toilets	10,000	10,512	15,000	-		2,750.00	2,750.00	
109033	Nullagine Public Toilets	40,000	24,500	42,000	-		41,780.00	41,780.00	
		50,000	35,012	57,000	-		44,530.00	44,530.00	
Total Community Amenities		\$6,779,400	\$317,567	\$541,400	53,826.83	83.05	\$177,591.69	\$231,418.52	
Recreation And Culture									
119012	Marble Bar Civic Centre	40,000	23,331	40,000	-		38,590.00	38,590.00	
	Public Halls & Civic Centre	\$40,000	\$23,331	\$40,000	-		\$38,590.00	\$38,590.00	
119067	Newman Aquatic Centre - P&E	60,000	35,000	60,000	-		1,363.64	1,363.64	
119069	M/Bar Aquatic Centre - INF	250,000	18,662	32,000	30,815.00		116,385.00	147,200.00	
119083	Newman Aquatic Centre - L&B	30,000	17,500	30,000	30,825.00		-	30,825.00	
	Swimming Areas / Beaches	\$340,000	\$71,162	\$122,000	61,640.00		\$117,748.64	\$179,388.64	
119309	Newman Community Library Upgrade	30,000	22,800	30,000	-		-	-	
	Libraries	\$30,000	\$22,800	\$30,000	-		\$0	\$0	
119033	Newman Rec Centre Gym Equipment	16,000	9,331	16,000	-		-	-	
119626	Newman Recreation Centre	42,000	24,500	42,000	-		-	-	
	Recreation Centre	\$58,000	\$33,831	\$16,000	-		\$0.00	\$0.00	
119421	Plant & Equipment - Martumili	100,000	58,331	100,000	96,549.27		-	96,549.27	
	Other Culture - Indigenous Arts Officer	\$100,000	\$58,331	\$100,000	96,549.27		\$0.00	\$96,549.27	
119055	Marble Bar Skate Park Shade	150,000	0	0	-		-	-	
119709	Playground Equipment	50,000	29,162	50,000	-		-	-	
119722	Oval Reticulation Automation	50,000	0	0	-		-	-	
119728	Cricket Pitch Covers	10,000	14,581	25,000	-		-	-	
119729	Capricorn Oval Benches	0	0	5,000	-		-	-	
	Ovals, Parks and Other Reserves	\$260,000	43,743	\$75,000	-		\$0.00	\$0.00	
Total Recreation And Culture		\$828,000	\$253,198	\$383,000	158,189.27	37.52	\$156,339	\$314,528	
Transport									
129545	Marble Bar / Woodie Woodie Road	255,000	115,025	225,000	5,950.00		-	5,950.00	
129546	Jigalong Road	600,000	332,500	570,000	489,770.00		-	489,770.00	
129549	Goldworthy Road	495,000	440,000	825,000	14,928.85		726,465.91	741,394.76	
129551	Woodie Woodie Road	330,000	172,300	300,000	300,343.16		-	300,343.16	
129556	Munjina-Roy Hill Road	330,000	175,000	300,000	-		-	-	
	Road Construction	\$2,010,000	\$1,234,825	\$2,220,000	810,992.01		\$726,465.91	\$1,537,457.92	

**SHIRE OF EAST PILBARA
ORDINARY COUNCIL MEETING MINUTES**

27 MARCH 2020

**Shire Of East Pilbara
Acquisition & Construction of Assets
For The Period Ending 31st January 2020**

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2019/2020 Funds Committed	2019/2020 Total Funds Spent YTD	Note
129537	Kiwirrkurra Access Road	165,000	321,669	575,000	235.22		570,000.00	570,235.22	
129538	Punmu Access Road	180,000	89,831	154,000	153,757.50		-	153,757.50	
129539	Talawana Track	180,000	573,706	983,500	983,415.00		-	983,415.00	
129540	Jupiter Well Access Road	75,000	45,500	78,000	78,000.00		-	78,000.00	
129542	Kunnawarritji Access	310,000	155,000	0	-		-	-	
129543	Desert Road	720,000	420,000	820,000	271,990.00		548,000.00	819,990.00	
Aboriginal Access Roads		\$1,630,000	\$1,605,706	\$2,610,500	1,487,397.72		\$1,118,000.00	\$2,605,397.72	
129530	Newman Town Streets - Reseals	600,000	257,250	441,000	-		-	-	
129573	Kerbing Program	150,000	89,831	154,000	153,412.36		16,292.94	169,705.30	
129574	Footpath Program	0	0	0	-		-	-	
129577	Drainage Improvements	0	0	0	-		-	-	
129601	Nullagine Entry Statement	20,000	15,200	20,000	-		6,050.00	6,050.00	
129610	Newman Town Streets - Reseals	0	0	0	191,073.14		-	191,073.14	
129613	Ovals Reticulation Automation	0	0	0	-		-	-	
129618	Pavement Failure and Drainage Works	950,000	145,831	250,000	-		61,400.00	61,400.00	
129628	Traffic Management/ Signs	38,000	22,162	38,000	-		-	-	
Other Construction		\$1,758,000	\$530,274	\$903,000	344,485.50		\$83,742.94	\$428,228.44	
129069	6 Tonne with Compactor (2732)	350,000	555,912	353,000	-		352,245.45	352,245.45	
129070	Road Sweeper (2734)	350,000	189,581	325,000	44,973.00		-	44,973.00	
129078	Waste Water Vehicle - 4WD (2811)	55,000	24,500	42,000	41,931.81		-	41,931.81	
129084	Minor Equipment	73,000	84,642	50,000	21,880.00		-	21,880.00	
129095	Maintenance Grader Vehicle - 4WD (2714)	94,000	51,681	88,600	88,531.19		-	88,531.19	
129743	Dozer D6 with Angle Clade (new)	500,000	268,331	460,000	460,000.00		-	460,000.00	
129744	Load sharing Dolly (new)	65,000	37,912	65,000	49,812.00		-	49,812.00	
129008	Master and Land Use Plan	200,000	152,000	0	21,552.50		63,752.00	85,304.50	
129024	ARO Vehicle (Dual Cab) - (121211)	65,000	37,912	65,000	49,003.36		-	49,003.36	
129401	Services - Access Roads, Car Parks	172,700	160,414	50,000	17,310.40		-	17,310.40	
129402	Services - Water Inc Ro	260,000	411,662	260,000	94,040.75		127,866.20	221,906.95	
129412	Communications - Website	20,000	11,662	20,000	-		-	-	
129413	Communications - Radio	5,000	2,912	5,000	-		-	-	
129415	Safety & Security - Fences & Gates	150,000	87,500	150,000	-		-	-	
129419	Safety & Security - Lighting	300,000	286,331	100,000	-		51,560.00	51,560.00	
129421	Communications - IT	50,000	37,912	65,000	24,997.62		20,477.15	45,474.77	
129426	ASCE Plant & Equipment	250,000	335,831	250,000	-		-	-	
NEW	Plant & Equipment - Machinery	0	0	120,000	-		-	-	
129431	Public Structures	200,000	268,662	200,000	14,500.00		-	14,500.00	
Landside Expenses		\$1,672,700	\$1,792,798	\$1,285,000	221,404.63		\$263,655.35	\$485,059.98	
Total Airport		\$1,672,700	\$1,792,798	\$1,285,000	221,404.63		\$263,655.35	\$485,059.98	
Total Transport		\$8,557,700	\$6,376,162	\$8,402,100	3,571,407.86	43.99	\$2,544,109.65	\$6,115,517.51	

Shire Of East Pilbara
Acquisition & Construction of Assets
For The Period Ending 31st January 2020

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2019/2020 Funds Committed	2019/2020 Total Funds Spent YTD	Note
Economic Services									
139818	RPT Troop Carrier (131166)	0	0	0	-		-	-	
	Rural Services	\$0	\$0	\$0	-		\$0.00	\$0.00	
139203	Cape K - Caretakers Residence Potable Wat	180,000	163,331	280,000	2,118.34		4,369.09	6,487.43	
139209	Cape K - Caretakers Residence	250,000	40,831	70,000	1,595.00		70,430.00	72,025.00	
139210	Nullagine Caravan Park Upgrade	500,000	598,750	375,000	118,040.50		302,130.00	420,170.50	
139309	Desert Discovery Drive Structures	200,000	0	0	-		-	-	
	Tourism & Area Promotion	\$1,130,000	\$802,912	\$725,000	121,753.84		\$376,929.09	\$498,682.93	
	Total Economic Services	\$1,130,000	\$802,912	\$725,000	121,753.84	84.84	\$376,929.09	\$498,682.93	
Other Works & Services									
149014	Toyota Prado	0	0	0	-		-	-	
	Total Other Works & Services	\$0	\$0	\$0	-	na	\$0.00	\$0.00	
	Totals of All Assets	\$19,742,400	\$9,066,286	\$12,440,100	4,279,563.82	52.80	\$4,316,569.25	\$8,596,133.07	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For The Period Ending 31st January 2020

OPERATING ACTIVITIES

NOTE 1

ADJUSTED NET CURRENT ASSETS

Adjusted Net Current Assets	Budget	YTD Actuals
	2019/2020	2019/2020
Current Assets	\$	\$
Cash		
Municipal Fund Cash At Bank	153,600	12,672,910.28
Municipal Fund Cash On Hand	18,000	17,928.23
Municipal Fund Cash Invested	969,600	-1,648,593.57
Reserve Funds	37,482,900	50,153,712.78
Total Cash	\$38,624,100	\$61,195,957.72
Stock on Hand		
Fuels	50,000	80,082.30
History Books	15,000	12,479.36
Martumili Baskets	15,000	16,646.75
Total Stock	\$80,000	\$109,208.41
Debtors		
Rates	210,000	2,456,559.78
Sundry Debtors	40,000	2,145,143.04
ATO	0	87,225.20
Aust Securities Commission	200	0.00
Total Debtors	\$250,200	\$4,688,928.02
Total Current Assets	\$38,954,300	\$65,994,094.15
Current Liabilities		
Creditors & Provisions		
Sundry Creditors	(\$500,000)	(\$1,314,276.97)
Accruals - Employee Entitlements	(\$773,100)	(\$1,181,635.51)
Accruals - Other	\$0	(\$979,607.52)
Trust Accounts	\$0	(\$1,073,377.58)
Tax Liability	\$0	(\$79,176.11)
ESL Levy	\$15,000	(\$21,371.50)
Other Liabilities	\$0	\$2,001.00
Total Current Liabilities	(\$1,258,100)	(\$4,647,444.19)
Total Net Current Assets	\$37,696,200	\$61,346,649.96
Less Restricted Cash - Reserves	\$37,482,900	\$50,153,712.78
Net Current Assets less Restricted Cash	\$213,300	\$11,192,937.18

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For The Period Ending 31st January 2020

NOTE 2
EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2019/20 year is \$10,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
VARIANCE BY FUNCTION & ACTIVITY	\$	%			
<u>Revenue from operating activities</u>					
Governance	(124,097.49)	(59.95)	▼	Timing	
General Purpose Funding - Rates	(5,544,660.74)	(69.67)	▼	Timing	
General Purpose Funding - Other	1,102,169.89	NA			
Law, Order & Public Safety	(221,947.26)	(57.89)	▼	Timing	
Health	NA	NA			
Education and Welfare	(22,915.14)	(15.22)	▲	Timing	Timing Only
Housing	NA	NA			
Community Amenities	(510,475.54)	(16.44)	▼	Timing	
Recreation and Culture	318,104.18	23.37	▲	Timing	Timing Only
Transport	(1,505,946.21)	(13.33)	▲	Timing	Timing Only
Economic Services	79,022.55	15.32			
Other Property and Services	(129,280.59)	(115.44)	▲	Timing	Timing Only
<u>Expenditure from operating activities</u>					
Governance	(106,217.35)	(32.01)	▼	Timing	Expenditure up over Function
General Purpose Funding	136,366.16	51.44	▲	Timing	Expenditure down over Function
Law, Order and Public Safety	NA	NA			
Health	NA	NA			
Education and Welfare	444,817.75	24.96	▲	Timing	Expenditure down over Function
Housing	(140,381.79)	(32.80)	▼	Timing	
Community Amenities	535,031.91	15.63	▲	Timing	Expenditure down over Function
Recreation and Culture	837,536.58	12.11	▲	Timing	Expenditure down over Function
Transport	NA	NA			
Economic Services	345,892.60	25.99	▲	Timing	Expenditure down over Function
Other Property and Services	NA	NA			
VARIANCE BY NATURE & TYPE					
<u>Operating Revenue</u>					
Rates	NA	NA			
Grants And Subsidies	(551,804.84)	10.78	▼	Timing	Timing Only
Contributions, Reimb. & Donations	(416,691.72)	27.84	▼	Timing	Timing Only
Gain On Asset Disposals	25,670.38	(34.22)	▲	Timing	Timing Only, Assets still to be Disposed
Fees and Charges	3,300,921.76	(32.28)	▲	Timing	Timing Only
Interest	(267,282.97)	41.15	▼	Timing	Maturity Dates of Term Deposits
Other Revenue/Income	(274,708.24)	50.42	▼	Timing	Timing Only
Service Charges					
<u>Operating Expenditure</u>					
Employee Costs	(875,627.60)	10.75	▼	Timing	
Materials And Contracts	(2,363,044.02)	27.45	▼	Timing	Timing Only
Depreciation On Non Current Assets	NA	NA			
Insurance Expenses	NA	NA			
Loss On Asset Disposal	226,166.23	(1,246.67)	▲	Permanent	Disposal of old SES Building
Interest Expenses	(83,454.18)	37.06	▼	Timing	Timing Only
Utilities (Gas, Electricity, Water Etc)	(549,871.07)	40.99	▼	Timing	Timing Only
Other Expenditure	(187,653.38)	47.15	▼	Timing	Doubtful Debt - Rates & various

10320130 - Interim/Prorata Rates - UV Mun (18/19)

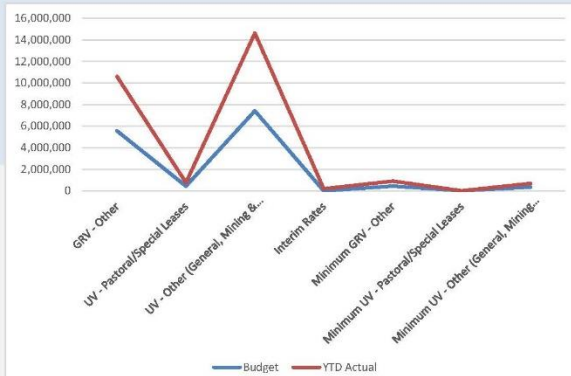
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For The Period Ending 31st January 2020

OPERATING ACTIVITIES
NOTE 3
RATE REVENUE

General Rate Revenue	Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV - Other	7.3662	2038	75,679,273	5,567,087			5,567,087	5,051,782	19		5,051,801
UV - Pastoral/Special Leases	8.5900	48	5,192,931	446,073			446,073	313,759			313,759
UV - Other (General, Mining & Petroleum)	17.1800	1102	40,926,959	7,031,252	395,000		7,426,252	7,023,308	180,019	8,546	7,211,872
							0				0
Minimums	Minimum \$										
GRV - Other	\$ 650	688	2,199,824	447,200			447,200	457,470			457,470
UV - Pastoral/Special Leases	\$ 230	22	9,687	5,060			5,060	4,380			4,380
UV - Other (General, Mining & Petroleum)	\$ 430	797	869,468	342,710	0		342,710	350,450			350,450
											0
Sub-Totals		4,695	124,878,142	13,839,381	395,000	0	14,234,382	13,201,149	180,038	8,546	13,389,732
Discount							0				
Concession					623,693		(623,693)				
Amount from General Rates							13,610,689				13,389,732
Ex-Gratia Rates							0				-
Total General Rates							13,610,689				13,389,732

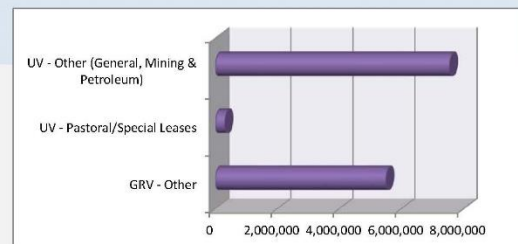
SIGNIFICANT ACCOUNTING POLICIES

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the



KEY INFORMATION

General Rates		
Budget	YTD Actual	%
\$13.61 M	\$13.39 M	98%



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For The Period Ending 31st January 2020

OPERATING ACTIVITIES
NOTE 4
RECEIVABLES

Rates Receivable	1 July 2018	31 Jan 20
	\$	\$
Opening Arrears Previous Years	999,295	1,349,994
Levied this year	12,187,430	13,389,732
Less Collections to date	(11,836,731)	(12,193,312)
Equals Current Outstanding	1,349,994	2,546,414
Net Rates Collectable	1,349,994	2,546,414
% Collected	92.00%	91.06%

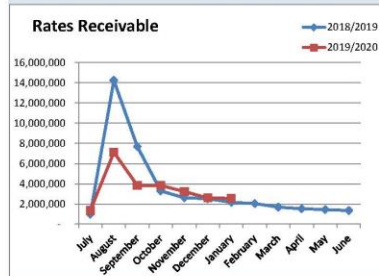
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	1,631,435	287,153	112,428	114,126	2,145,143
Percentage	76%	13%	5%	5%	
Balance per Trial Balance					2,145,143
Sundry debtors					
Total Receivables General Outstanding					2,145,143
Amounts shown above include GST (where applicable)					

KEY INFORMATION

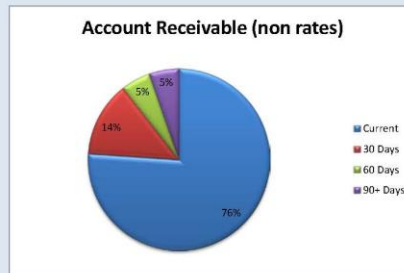
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Collected	Rates Due
91%	\$2,546,414



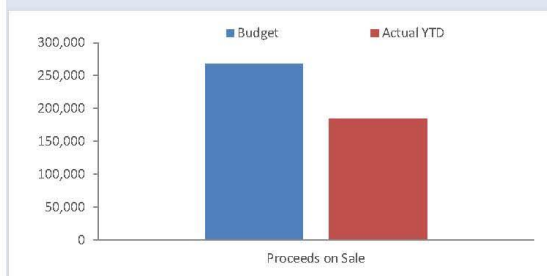
Debtors Due
\$2,145,143
Over 30 Days
24%
Over 90 Days
5%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For The Period Ending 31st January 2020

OPERATING ACTIVITIES
NOTE 5
DISPOSAL OF ASSETS

Asset Ref.	Asset Description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Program 4 Governance									
41226D	Toyota Hilux	25,483	24,000		(1,483)	25,772	28,151	2,379	0
41227B	Holden Commodore	15,333	10,000		(5,333)				
41228D	Toyota Aurion	14,242	10,000		(4,242)				
Program 5 Law, Order & Public Safety									
L18002	Newman - SES Headquarters - Demo					60,450	0		(60,450)
P5111B	Toyota Prado	38,957	35,000		(3,957)	0	34,855	34,855	0
Program 7 Health									
71090H	Toyota Prado	0	35,000	35,000		0	40,763	40,763	0
Program 10 Community Amenities									
Program 11 Culture and Recreation									
Program 12 Transport									
121208B	Holden Commodore	0	15,000	15,000					
121210A	Holden Colorado	18,412	25,000	6,588					
2832A	Skid Steer Loader	0	35,000	35,000					
2811C	Holden Colorado	25,058	9,000		(16,058)				
2814F	Toyota 79 Series	32,987	35,000	2,013					
A14002	Marble Bar Airport - Airside Generator					9,673	0	0	(9,673)
2708J	Toyota Landcruiser - M/Bar Maintenance					39,904	47,651	7,747	0
Program 13 Economic Services									
131114F	Toyota Prado	0	35,000	35,000					
131166F	Toyota 78 Series - 7 seat bus					45,441	25,373	0	(20,068)
Program 14 Other Works and Services									
141117B	Toyota Prado - MTS Newman					19,029	35,763	16,734	0
		144,989	268,000	128,601	(29,590)	174,497	184,403	100,098	(90,191)

KEY INFORMATION



Proceeds on Sale

Budget	YTD Actual	%
\$268,000	\$184,403	69%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For The Period Ending 31st January 2020

FINANCING ACTIVITIES
NOTE 6
BORROWINGS

Information on Borrowings Particulars	Opening Bal 2019/2020 \$	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Governance									
Newman Admin Building Redevelopment	117,082			57,677	117,100	59,405	0	3,507 589	5,300 2,000
Housing									
Staff Housing	282,059			272,562	88,100	9,497	193,959	39,147	16,800
Staff Housing	1,052,832			60,602	123,200	992,230	929,632	1,087 34,164 3,604	2,800 66,400 8,000
Community Amenities									
Sewerage Plant	1,474,731			59,228	119,800	1,415,503	1,354,931	33,108	64,900
Sewerage Plant	913,163			44,465	89,600	868,698	823,563	5,028 13,924 3,218	11,200 27,200 9,000
Sewerage Plant	0	0	5,500,000	0	146,500	0	5,353,500	-	82,500 25,000
Transport									
Newman Airport Precinct	960,730			0	465,600	960,730	495,130 0	- 4,338	52,900 12,000
Self supporting loans	4,800,597	0	5,500,000	494,535	1,149,900	4,306,062	9,150,715	141,712	386,000
	0	0	0	0	0	0	0	0	0
Total	4,800,597	0	5,500,000	494,535	1,149,900	4,306,062	9,150,715	141,712	386,000

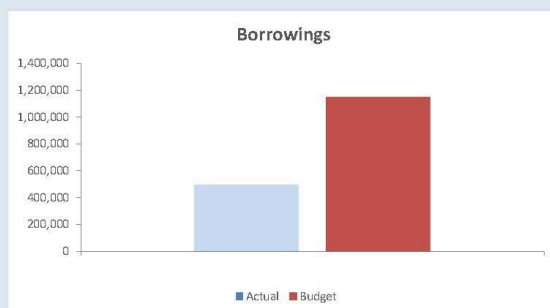
All debenture repayments were financed by general purpose revenue.

SIGNIFICANT ACCOUNTING POLICIES

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.



Note:
Interest
Accrual -
As per
Auditors
Request

Interest Earned

\$275,842

Reserves Bal

\$50.15 M

Principal Repayments

\$494,535

Interest Expense

\$141,712

Loans Due

\$4.31 M

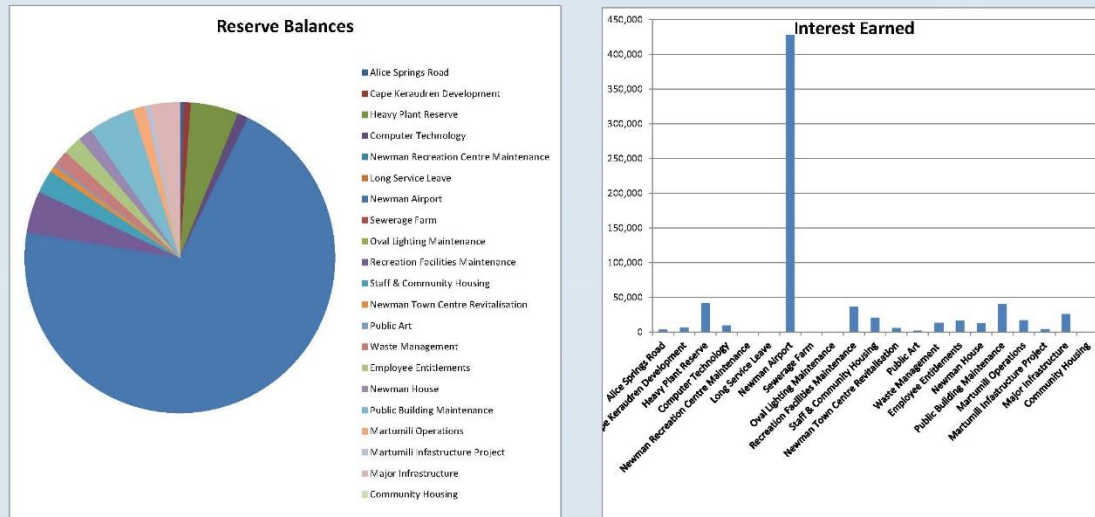
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For The Period Ending 31st January 2020

CASH AND INVESTMENTS
NOTE 7

Cash Backed Reserve

Reserve Name	Opening Balance - 01.07.2019	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Alice Springs Road	213,700	5,300	3,636	0	0	0	0	219,000	217,336
Cape Keraudren Development	360,121	8,900	6,128	0	0	(180,000)	0	189,021	366,249
Heavy Plant Reserve	2,452,816	60,800	41,737	0	0	(850,000)	0	1,663,616	2,494,553
Computer Technology	542,183	13,400	9,226	0	0	(100,000)	0	455,583	551,408
Newman Recreation Centre Maintenance	127,535	0	0	0	0	(127,535)	(127,535)	0	0
Long Service Leave	464,411	0	0	0	0	(464,411)	(464,411)	0	0
Newman Airport	29,098,198	674,900	427,871	2,080,100	5,768,003	(435,700)	0	31,417,498	35,294,073
Sewerage Farm	115,770	0	0	0	0	(115,770)	(115,770)	0	0
Oval Lighting Maintenance	13,201	0	0	0	0	(13,201)	(13,201)	0	0
Recreation Facilities Maintenance	2,011,442	58,000	36,621	342,178	140,736	(2,011,442)	0	400,178	2,188,799
Staff & Community Housing	1,156,681	29,300	20,095	1,180,964	24,283	(1,156,681)	0	1,210,264	1,201,060
Newman Town Centre Revitalisation	340,271	0	5,790	0	0	(337,000)	0	3,271	346,061
Public Art	123,542	2,400	2,102	0	0	0	0	125,942	125,644
Waste Management	663,964	31,700	13,268	2,791,176	115,770	(663,964)	0	2,822,876	793,001
Employee Entitlements	494,774	23,800	16,321	959,185	464,411	(494,774)	0	982,985	975,507
Newman House	722,810	16,700	12,299	0	0	0	0	739,510	735,109
Public Building Maintenance	2,368,293	63,300	40,298	0	0	(200,000)	0	2,231,593	2,408,591
Martumili Operations	990,311	13,500	16,851	0	0	(267,000)	(330,849)	736,811	676,313
Martumili Infrastructure Project	256,257	3,900	4,360	50,000	0	0	0	310,157	260,617
Major Infrastructure	1,493,970	0	25,421	0	0	0	0	1,493,970	1,519,391
Community Housing	24,283	0	0	0	0	(24,283)	(24,283)	0	0
	44,034,534	1,005,900	682,025	7,403,603	6,513,203	(7,441,760)	(1,076,049)	45,002,277	50,153,713

KEY INFORMATION



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For The Period Ending 31st January 2020

GRANTS & CONTRIBUTIONS
NOTE 8

Non Operating Grants & Contributions For The Development Of Assets

Grant Source	Purpose	2019/2020	2019/2020	2019/2020	Variance
		Estimated Actual	Budget	Actual	(Under)/Over
		\$	\$	\$	
State Grants					
WA Grants Commission	Aboriginal Access Roads	333,300.00	666,600.00	346,666.66	-4.01
Main Roads WA	Aboriginal Access Roads	137,286.00	333,300.00	333,333.00	-142.80
Main Roads WA	Regional Road Group	960,000.00	960,000.00	564,017.40	41.25
WA Grants Commission	Untied Road Grants	290,000.00	580,000.00	0.00	100.00
Main Roads WA	Direct Grants	361,549.00	397,700.00	441,322.00	-22.06
State Government	Discovery Drive Sign Project	100,000.00	100,000.00	0.00	100.00
		\$ 2,182,135.00	\$ 3,037,600.00	\$ 1,685,339.06	22.77
Federal Grants					
Federal Dep't Of Transport	Roads To Recovery	476,596.00	1,159,600.00	800,000.00	-67.86
Federal Dep't Of Transport	Roads to Recovery - Additional	375,000.00	750,000.00	0.00	100.00
		\$ 851,596.00	\$ 1,909,600.00	\$ 800,000.00	6.06
Contributions					
BHP	Collective Impact - Community Safety	500,000.00	500,000.00	0.00	100.00
Private Mine Contributions	Woodie Woodie Road	100,000.00	200,000.00	111,079.00	-11.08
		\$ 600,000.00	\$ 700,000.00	\$ 111,079.00	81.49
Non-Operating grants, subsidies and contributions Total		\$ 3,633,731.00	\$ 5,647,200.00	\$ 2,596,418.06	28.55

Grants & Contributions Toward Operating Expenditure

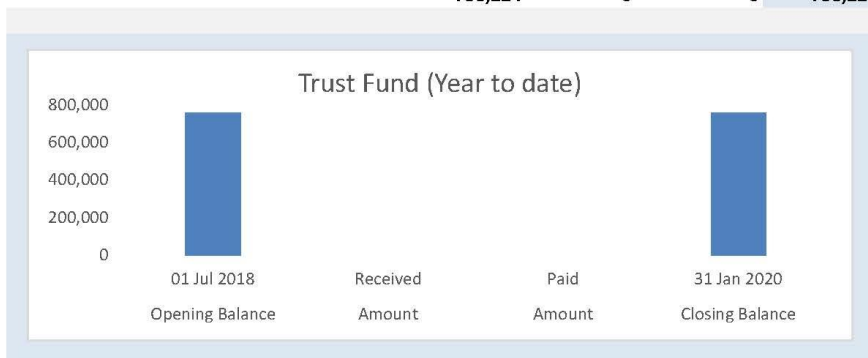
Grant Source	Purpose	2019/2020	2019/2020	2019/2020	Variance
		Estimated Actual	Budget	Actual	(Under)/Over
		\$	\$	\$	
State Grants					
WA Grants Commission	General Purpose Grants	-1,312,500.00	-2,250,000.00	542,501.00	141.33
FESA	FESA Grant - SES	0.00	0.00	11,445.00	na
FESA	FESA Grant - Nullagine VBF	10,094.00	17,300.00	18,644.21	-84.71
FESA	AWARE Training	9,900.00	9,900.00	0.00	100.00
Dept of Health	Mosquito Control	18,000.00	18,000.00	9,568.25	46.84
State Grants	Community Wellbeing Programs	0.00	38,000.00	0.00	na
WA Police	Friday Night Jive	0.00	15,000.00	0.00	na
Dept of Sport and Rec	Club Development	15,750.00	27,000.00	0.00	100.00
Celebrate Australia Day	WA Day	1,039.00	24,000.00	2,000.00	-92.49
Art Enterprise Activities (NACIS)	Martumilli Arts Project	119,581.00	205,000.00	102,500.00	14.28
Dept Environmen. & Heritage	Martumilli Arts Project	38,500.00	66,000.00	33,000.00	14.29
Tourism WA	Fusion Festival	10,500.00	18,000.00	10,000.00	na
Lotterywest	Fusion Festival	22,000.00	22,000.00	0.00	100.00
WA Grants Commission	Untied Road Grants	500,000.00	1,000,000.00	435,994.50	12.80
State Dep't of Transport	RPT Bus Service Subsidy	64,169.00	110,000.00	68,426.75	-6.64
		\$ (502,967.00)	\$ (679,800.00)	\$ 1,234,079.71	-6.64
Federal Grants					
Federal Grants	Community Wellbeing Programs	0.00	5,000.00	0.00	na
		\$ -	\$ 5,000.00	\$ 0.00	na
Contributions					
BHP	Collective Impact	0.00	723,000.00	923,000.00	na
Industry	Community Wellbeing Events	0.00	37,500.00	0.00	na
Water Corporation	Newman Sewerage Farm	142,000.00	142,000.00	142,635.58	-0.45
Other Contributions	Martumili	29,169.00	50,000.00	22,423.64	23.13
BHPB - Contribution	Fusion Festival	136,365.00	150,000.00	150,000.00	-10.00
BHPB	Martumili Community Development	309,169.00	530,000.00	0.00	100.00
		\$ 616,703.00	\$ 1,632,500.00	\$ 1,238,059.22	-100.75
Operating grants, subsidies and contributions Total		\$ 113,736.00	\$ 957,700.00	\$ 2,472,138.93	-6.64

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For The Period Ending 31st January 2020

NOTE 9
TRUST FUND

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2018	Amount Received	Amount Paid	Closing Balance 31 Jan 2020
	\$	\$	\$	\$
Public Open Space	231,500	0	0	231,500
Cash in Lieu of Parking	526,724	0	0	526,724
	758,224	0	0	758,224



27 MARCH 2020

NOTE 10

BUDGET AMENDMENTS

[illegible]

KEY INFORMATION

10.2.2 STATUS OF CAPITAL PROJECTS AS AT 29 FEBRUARY 2020

Attachments:	Appendix 1 – Status of Capital Projects as at 29 February 2020
Responsible Officer:	Ms Sian Appleton Executive Manager Corporate Services
Author:	Ms Sian Appleton Executive Manager Corporate Services
Proposed Meeting Date:	27 March 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

To provide Council with a year to date position of the capital works program as set out in the 2019/20 budget review, for the period ending 29 February 2020.

BACKGROUND

The attached report details the status of all capital works projects as set out in the 2019/20 budget review, accepted by Council at the 28 February 2020, Ordinary Council Meeting for the period 1 July 2019 to the 29 February 2020. (**Appendix 1 refer**).

COMMENTS/OPTIONS/DISCUSSIONS

The report includes a summary of the status of projects Shire wide and also includes comments from officers regarding progress. Eighty-two capital projects are reported on.

Reportable variations in accordance with accounting requirements are as follows:

- 55% of projects are on target.
- 39% of projects are currently behind target levels and are being monitored.
- 5% of projects are currently at risk of falling behind and are being monitored.
- 1% of projects have been deferred and have not been reported on.

In monetary terms the total budget for capital projects in the approved budget is \$19,742,400 plus \$40,000 for addition works on the Newman Administration Air Conditioner. The budget review reduced the total capital projects to \$12,452,100. The budget figures in the report now reflect the budget review figures. Of this amount actual expenditure to the 29 February 2020 is \$5,453,604.44, with funds committed being approximately \$3,000,000. Total spent/committed funds to the 31 December 2019 is approximately \$8,500,000.

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

G1.1 Enhance governance capability to deliver sustainable outcomes, roads and buildings

RISK MANAGEMENT CONSIDERATIONS

Compliance - Medium

FINANCIAL IMPLICATIONS

The report discloses financial information for the period under review.

VOTING REQUIREMENTS

Simple.

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/145

MOVED: Cr Anthony Middleton

SECONDED: Cr Holly Fleming

That Council receive the Capital Works Program Status update for the period 1 July 2019 to 29 February 2020.

CARRIED UNANIMOUSLY

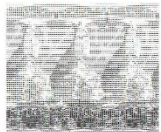
To be actioned by Ms Sian Appleton, Executive Manager Corporate Services

Appendix 1
Status of Capital Projects as at 29 February
2020



Action and Task Progress Report

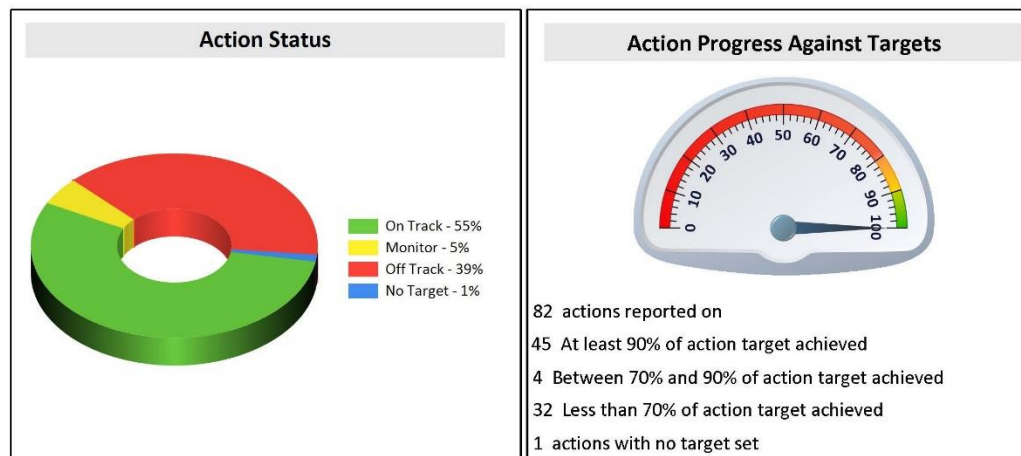
Shire of East Pilbara



Print Date: 13-Mar-2020



OVERVIEW



ACTION PLANS



At least 90% of action target achieved



Between 70% and 90% of action target achieved



Less than 70% of action target achieved



No target set

* Dates have been revised from the Original dates

BUDGET PERFORMANCE



On Track



Monitor



Off Track



Not Available

Commercial Services

Airport Services

6.1 Airport Asset Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.32 CP129008 - B/FWD 19/20 Airport Master and Land Use Plan (Moved to Operating expenditure)	Ben Lewis - Executive Manager - Commercial Services	Not Started	01-Jul-2019	31-Jul-2020	0.00%	0.00%	GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
6.1 Airport Asset Management	Capital	-		-	-	-	

ACTION PROGRESS COMMENTS:

31/09/2018 - RFT created and agreed with all. Only authorisation paper work remaining.
4/2/19 - RFT to be amended to remove the commercial sale aspect. Tender in February
8/3/19 - RFT currently out for tender. Closing 28/3/19
10/5/19 - Tender award to the May Council meeting
18/6/19 - Tender awarded and contracts issued. Consultants are scheduling to visit the airport to commence works
Funding for the works will be rolled into the 19/20 financial year

Shire of East Pilbara

Action and Task Progress Report

8/8/19 - Project startup meeting was completed on Wednesday 31 July.
29/11/19 - This has been moved to operational expenditure
8/1/20 - Master plan is on track. Additional works such as intersection design have now been completed.
10/2/20 - Consultation strategy completed, draft land use plan completed
12/3/20 - Scheduling the stakeholder engagement. Commencing reports for the land use plan
Last Updated: 12-Mar-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.34 CP129401 - B/FWD 19/20 Airport Services - Access Roads, Car Parks	Bryan Griggs - Coordinator Asset Maintenance	In Progress	01-Jul-2019	30-Apr-2020	40.00%	40.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
6.1 Airport Asset Management	Capital	50,000.00		44,000.00	17,310.00	26,690.00	 GREEN

ACTION PROGRESS COMMENTS:

31/09/2018 - Awaiting quote from suppliers
4/2/19 - These works need to be inspected and scheduled for 19/20 financial year as part of the scheduling of works in conjunction with Tech Services annual road works
07/08/19 Cost & time analysis of line marking clearly indicated preference to procure a line marker and train shire staff for non-critical remarking of lines compared to using contractors. Procurement in process. Contract for developing a Master Plan for the Airport is underway, results expected approx Dec 19, which will give clarity for completing Scope of Works for the majority of the program.
10/9/19 Delivery of line marker late Sept/early Oct, followed by training late Oct.
10/10/19 Line marker delivered. Site training completed. Bitumen crack sealing program equipment being assessed.
08/11/19 Opted to utilise contract in tender process for town roads crack sealing to include the airport rather than outlaying for equipment.
16/01/20. On track. Waiting for Airport Master Plan delivery before committing to scoping changes
10/02/20 Requested Budget change in line with likely Master plan delivery
Last Updated: 10-Feb-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.35 CP129402 - B/FWD 19/20 Airport Services - Water Including RO Plant	Hope Iyamu - Manager Waste Services	In Progress	01-Jan-2019	30-Apr-2020	85.00%	100.00%	 AMBER
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE

Shire of East Pilbara

Action and Task Progress Report

6.1 Airport Asset Management	Capital	260,000.00	228,800.00	103,916.00	124,884.00		
ACTION PROGRESS COMMENTS: Contract offer accepted, contract documents executed, deposit paid and contract work has commenced 4/2/2019 - RO unit is in manufacture. Site works to commence shortly on - refer to project gantt chart and Finn PE 8/03/2019 - RO Unit being manufactured in Perth. Site Service location to occur week beginning 11/03/2018. further preparatory site works to begin in April 8/05/2019 - RO unit has been manufactured in Perth and is undergoing factory testing. Site works have commenced constructing the footings for the RO and associated tanks. The tanks are being manufactured in Victoria and there are delays in supply of one of the components of the tanks which will be causing a delay to the entire project. Options to speed up delivery of the project and minimize delays are being investigated. 11/06/2019 - footings and laying of service conduits on site are completed. The RO unit has also been delivered to site at the airport. The tanks are now in Perth and are undergoing hydraulic testing before being shipped up the Newman for installation. Expect all components to be on site 17/06/2019 and installation to be completed by the end of the month. 06/08/2019 - RO plant installed using previous storage containers due to structural issues with newly fabricated containers. Containers are currently receiving additional bracing and are expected to be installed on site between the 02/09 - 07/09. 06/09/2019 - Containers have arrived to site and to be craned into place 06.09.19. Commissioning expected to be completed by end of September. On site training has been booked in with staff during commissioning. 05/11/2019 - On-site training for operational staff has been completed. Water samples have been received and demonstrate the plant is producing high quality water. The contractor has been provided with a list of defects that are to be addressed pre-commissioning. The Shire and the Contractor are currently working through the list of defects. 09/01/2020 - The Contractor for the project was on-site, 11 - 13 December 2019, to commence the rectification of the items on the project's defect list. The Contractor rectified some of the defects during the site visit. Some of the outstanding shortcomings in the project are associated with the tank. The Shire has amended the defect list and sent through to the Contractor. The Shire awaits a response on the comments and a complete schedule for the correction of the outstanding defects. 10/02/2020 - The Contractor for the implementation of the RO Water Systems at the Airport sent a sub-contractor to rectify an electrical defect on-site, on 31st January 2020. There are pending defects that need to be rectified by the Contractor. Following this development, the Contractor's legal representative has sent an apology letter to the Shire for the delays, and every stakeholder is making an effort to ensure the project is completed and handed to the asset owner according to the scope of works. 12/03/2020 - The Shire has sent a formal letter to the Contractor to inform change of project's Superintendent. Also, the Shire has drafted a defects notification. Once the Shire's lawyers review this letter, the Superintendent will communicate the information to the Contractor. Last Updated: 12-Mar-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.46 CP129419 - B/FWD 19/20 Newman Airport Lighting Project	Bryan Griggs - Coordinator Asset Maintenance	In Progress	01-Jul-2019	30-Apr-2020	40.00%	40.00%	

Shire of East Pilbara

Action and Task Progress Report

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
6.1 Airport Asset Management	Capital	100,000.00	88,000.00	0.00	88,000.00	 GREEN
ACTION PROGRESS COMMENTS: 4/2/19 - The lighting project has expanded to include the a new ALER building and ancillary cabling. Tender was split between Design & Construction. Tender documents are being finalised for tender in February for the electrical design. Works are to be deferred until the 19/20 financial year. 10/5/19 - RFT currently out to tender - closes 23/5/19 07/08/19 - Tender awarded to AIMS. AIMS withdrew from the contract after being awarded by Council and before the contract was sealed. Requires tender to be returned to Council for approval to another contractor or needs to be put to tender again. 10/09/19. Tender expected to close 04OCT19 10/10/19 Tender closed. Awaiting documentation to assess & report on tenders. 08/11/19 Tender offers assessed & recommended awarding of contract with Council. 16/01/20 Contract awarded by Council to JJ Ryan. At this stage, Design is likely to be completed by May-2020, to be followed with writing a Request for Tender for construction early in the 2020-21 Financial Year 10/02/20. Design underway with JJ Ryan. Contractor confident of completion before JUN20. Requested budget variation due to construction pushed out to 2020/21 10-03/20 Design Progressing on schedule. Last Updated: 05-Mar-2020						

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.90 CP129415 - 19/20 Safety & Security - Fences & Gates	Bryan Griggs - Coordinator Asset Maintenance	In Progress	01-Jul-2019	30-Apr-2020	50.00%	50.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
6.1 Airport Asset Management	Capital	150,000.00	132,000.00	0.00	132,000.00	 GREEN	
ACTION PROGRESS COMMENTS: 07/08/19 Scope of Works planning is underway for replacing front fencing of the Newman Airport boundary between airside & landside 10/09/19. being reviewed for SoEP to source hardware & manage project, and contractor to provide labour to save moneys & ensure aviation boundary security is maintained 10/10/19 RFQ required. Re-writing of Scope to be done for RFQ 08/11/19 Writing of scope of works in process. 16/01/20 Project is progressing. Draft SOW written for RFQ 20/02/20 Budget variation requested in line with master Plan roll out							

Shire of East Pilbara

Action and Task Progress Report

Last Updated: 10-Feb-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.94 CP129431 - 19/20 Public Structures	Bryan Griggs - Coordinator Asset Maintenance	In Progress	01-Jul-2019	30-Apr-2020	10.00%	0.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
6.1 Airport Asset Management	Capital	200,000.00		176,000.00	14,500.00	161,500.00	 GREEN

ACTION PROGRESS COMMENTS:

07/08/19 Scope of Works is underway for fittings & fixtures upgrades in the airport buildings. The completion of the Master Plan in Dec19 will allow more clarity to advance through the Scope of Works for tenders

10/09/19. Awaiting further clarity from master plan. Investigations underway for check-in counter upgrades to resolve ergonomic and infrastructure issues.

10/10/19 Upgrade to Baggage make-up carousel are a scope, & being quoted. Development of CAD drawing compilations of RPT terminal being investigated.

08/11/19 PO for Baggage Make-up plinth modification to Wideglide. Contractor to commence soon after Christmas.

16/01/20 Baggage carousel plinth mods due to commence soon. SOV for Engineering Layout Drawings being written, for supporting future works on RPT Terminal in line with Master Plan outcomes

10/02/20 Budget variation requested. Eng'g layout drawing opted to wait until RPT building extension sought based on master plan. Baggage carousel plinth scheduled for late-Feb/early march by Wideglide

10/03/20 Ceiling fans installed above check-in counter area.

Last Updated: 05-Mar-2020

6.2 Airport Services

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.88 CP129412 - 19/20 Communications Website	Ashley Jordan - Corporate Support Officer - Airport	Not Started	01-Jul-2019	30-Apr-2020	0.00%	0.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
6.2 Airport Services	Capital	20,000.00		17,600.00	0.00	17,600.00	 GREEN

Last Updated: 05-Aug-2019

Shire of East Pilbara

Action and Task Progress Report

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.89 CP129413 - 19/20 Communications - Radio	Ashley Jordan - Corporate Support Officer - Airport	Completed	01-Jul-2019	30-Apr-2020	100.00%	0.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
6.2 Airport Services	Capital	5,000.00		3,000.00	0.00	3,000.00	 GREEN
ACTION PROGRESS COMMENTS: Aviation VHF Radios to be replaced in 2x Aerodrome Vehicles, quotes to be obtained Primary aerodrome vehicles fitted with new radios Additional radio on order for new Aerodrome Maintenance vehicle Last Updated: 08-Feb-2020							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.91 CP129421 - 19/20 Communications - IT	Ashley Jordan - Corporate Support Officer - Airport	In Progress	01-Jul-2019	30-Apr-2020	50.00%	50.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
6.2 Airport Services	Capital	65,000.00		57,200.00	24,997.00	32,203.00	 GREEN
ACTION PROGRESS COMMENTS: Development of scope underway for replacement of Desktop PC's and printers some in excess of 6 years old. Quote obtained awaiting on approval Last Updated: 30-Jan-2020							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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Shire of East Pilbara

Action and Task Progress Report

3.1.3.93 CP129426 - 19/20 Scanner	George Christianson - Manager Compliance - Airport	In Progress	01-Jul-2019	31-Aug-2020	1.00%	25.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
6.2 Airport Services	Capital	250,000.00		220,000.00	0.00	220,000.00	 GREEN
ACTION PROGRESS COMMENTS:							
The application for the Regional Airports Security Screening Fund was submitted on 31 March 2019. The Shire is awaiting the outcome of its application following the federal election in May and a resumption of the assessment process late September 2019. As directed by the Department of Home Affairs the new security screening equipment (body scanner and multi view X-ray) are to be sourced, delivered, installed, operational and commissioned by 31 December 2020. A Scope of Works has been written and will be ready for inclusion in an RFT for advertising on Tenderlink by end of February 2020. Target date for project completion is 31 August 2020.							
Last Updated: 03-Jan-2020							

Procurement and Contracts

9.1 Procurement

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.49 CP129069 - 19/20 6 Tonne with Compactor (2732)	Oliver Schaefer - Manager Technical Services- Rural	In Progress	01-Jul-2019	30-Apr-2020	70.00%	20.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	353,000.00		310,640.00	0.00	310,640.00	 GREEN
ACTION PROGRESS COMMENTS: 06/08/2019 - Development of built specification in progress. Expected to progress to quote stage within the next month. 09/09/2019 - Procurement methodology changed - Formal RFQ process through WALGA Panel Contract to be undertaken. 08/10/2019 - Waiting on RFQ submissions to be returned 05/11/2019 - Order issued to Major Motors 26/11/2019 - Build in progress, delivery estimated for April/May 2020 06/01/2020 - No change, on target 11/02/2020 - No change, on target 10/03/2020 - Built with Bucher in Melbourne. Completion now estimated early May with delivery in June							

Shire of East Pilbara

Action and Task Progress Report

Last Updated: 10-Mar-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.50 CP129070 - 19/20 Road Sweeper (2734)	Oliver Schaer - Manager Technical Services - Rural	In Progress	01-Jul-2019	30-Apr-2020	70.00%	20.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	325,000.00		286,000.00	44,973.00	241,027.00	 GREEN

ACTION PROGRESS COMMENTS:

06/08/2019 - Development of built specifications in progress. Expected to progress to quote stage within the next month.
09/09/2019 - Procurement methodology changed - Formal RFQ process through WALGA Panel Contract to be undertaken.
08/10/2019 - Waiting on RFQ submissions to be returned
05/11/2019 - Order issued to Major Motors
26/11/2019 - Build in progress
06/01/2020 - No change, on target
11/02/2020 - No change, on target
10/03/2020 - Built with Rosmech in Adelaide, due for completion in April for delivery to Major Motors in Perth.

Last Updated: 10-Mar-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.51 CP129078 - 19/20 Waste Water Vehicle - 4WD (2811)	Oliver Schaer - Manager Technical Services - Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	20.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	42,000.00		42,000.00	41,931.00	69.00	 GREEN

ACTION PROGRESS COMMENTS:

06/08/2019 - Purchase Order Issued - Vehicle scheduled for September build and arrival into WA in November. Delivery estimated around January 2020.
09/09/2019 - No change
08/10/2019 - No change, waiting on delivery

Shire of East Pilbara

Action and Task Progress Report

05/11/2019 - No change, waiting on delivery
26/11/2019 - No change, waiting on delivery
06/01/2020 - Delivered, completed
Last Updated: 06-Jan-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.52 CP129095 - 19/20 Maintenance Grader Vehicle - 4WD (2714)	Oliver Schaer - Manager Technical Services - Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	20.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	88,600.00		88,600.00	88,531.00	69.00	 GREEN

ACTION PROGRESS COMMENTS:

06/08/2019 - Purchase Order Issued - Vehicle scheduled to arrive into WA in September. Delivery estimated around November/December 2019
09/09/2019 - No change
08/10/2019 - No change, waiting on delivery
05/11/2019 - No change, waiting on delivery
26/11/2019 - Vehicle delivered
Last Updated: 26-Nov-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.53 CP129743 - 19/20 Dozer D6 with Angel Blade (New)	Oliver Schaer - Manager Technical Services - Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	20.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	500,000.00		0.00	460,000.00	-460,000.00	 GREEN

ACTION PROGRESS COMMENTS:

06/08/2019 - Purchase Order Issued - Machine EX Melbourne. Estimated delivery in September 2019
09/09/2019 - Machine at Komatsu Perth undergoing final upgrades prior to delivery. Delivery to Marble Bar expected within the next 2 weeks.
08/10/2019 - Machine Delivered

Shire of East Pilbara

Action and Task Progress Report

Last Updated: 09-Oct-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.54 CP129744 - 19/20 Load sharing Dolly (New)	Oliver Schaer - Manager Technical Services - Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	20.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	65,000.00		57,200.00	49,812.00	7,388.00	 GREEN

ACTION PROGRESS COMMENTS:

06/08/2019 - Commenced development of specifications and review/search of second hand machinery data bases for availability.
09/09/2019 - Procurement methodology changed - Formal RFQ process to be undertaken.
08/10/2019 - Waiting on RFQ submissions to be returned
05/11/2019 - Order issued to Haulmore Trailers
26/11/2019 - Build in progress
06/01/2020 - Delivered, completed

Last Updated: 06-Jan-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.92 CP129024 - 19/20 ARO Vehicle - Dual Cab (121210)	Oliver Schaer - Manager Technical Services - Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	20.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	65,000.00		575,200.00	49,003.00	526,197.00	 GREEN

ACTION PROGRESS COMMENTS:

06/08/2019 - Purchase Order Issued - Vehicle scheduled for September build and arrival into WA in November. Delivery estimated around January 2020.
09/09/2019 - No change
08/10/2019 - No change, waiting on vehicle delivery
05/11/2019 - No change, waiting on vehicle delivery
26/11/2019 - No change, waiting on vehicle delivery
06/01/2020 - Delivered, completed

Shire of East Pilbara

Action and Task Progress Report

Last Updated: 06-Jan-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.84 CP49007 - MA Vehide - Sedan (41227)	Oliver Schaer - Manager Technical Services- Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	20.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	24,000.00		24,000.00	23,677.00	323.00	 GREEN

ACTION PROGRESS COMMENTS:

06/08/2019 - Purchase Order Issued - Vehicle scheduled for arrival into WA in September Delivery estimated in October.

9/9/2019 - No change

8/10/2019 - No change, waiting on vehicle delivery

05/11/2019 - Vehicle received - completed

Last Updated: 05-Nov-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.85 CP49008 - MHR Vehicle - Sedan (41227)	Oliver Schaer - Manager Technical Services - Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	20.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	39,100.00		39,100.00	39,022.00	78.00	 GREEN

ACTION PROGRESS COMMENTS:

06/08/2019 - Purchase Order Issued - Vehicle scheduled for September production with arrival into WA estimated in October. Delivery estimated in November/December.

09/09/2019 - No change

8/10/2019 - No change, waiting on vehicle delivery

05/11/2019 - No change, waiting on vehicle delivery

26/11/2019 - Vehicle delivered

Last Updated: 26-Nov-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.86 CP49009 - CMBO Vehicle - 4WD (41226)	Oliver Schaeer - Manager Technical Services - Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	20.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	55,800.00		55,800.00	55,793.00	7.00	 GREEN
ACTION PROGRESS COMMENTS: 06/08/2019 - Purchase Order Issued - Vehicle in stock, delivery estimated September/October 2019 09/09/2019 - Vehicle in transit to Port Hedland for delivery 08/10/2019 - Delivered Last Updated: 08-Oct-2019							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.87 CP49012 - MSL Vehicle - Sedan (41231)	Oliver Schaeer - Manager Technical Services - Rural	Deferred	01-Jul-2019	30-Apr-2020	1.00%	-	
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	0.00		0.00	0.00	0.00	 GREEN
ACTION PROGRESS COMMENTS: 06/08/2019 - Allocated vehicle cancelled with dealer- CEO reviewing requirement 09/09/2019 - No change 08/10/2019 - No change 05/11/2019 - No change 26/11/2019 - No change 06/01/2020 - No change 11/02/2020 - No change 10/03/2020 - No change Last Updated: 10-Mar-2020							

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ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.88 CP49014 - 19/20 EMCC Vehicle 4WD (41232)	Oliver Schaer - Manager Technical Services - Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	20.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	71,600.00		71,600.00	71,575.00	25.00	 GREEN
ACTION PROGRESS COMMENTS: 06/08/2019 - Purchase Order Issued - Vehicle in stock, delivery estimated September/October 2019 09/09/2019 - Vehicle in transit to Newman for delivery 08/10/2019 - Delivered Last Updated: 08-Oct-2019							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.89 CP59006 - Ranger Vehicle - 2WD (51111)	Oliver Schaer - Manager Technical Services - Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	20.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	61,000.00		61,000.00	60,647.00	353.00	 GREEN
ACTION PROGRESS COMMENTS: 06/08/2019 - Purchase Order Issued - Vehicle in stock, delivery estimated September/October 2019 09/09/2019 - No change 08/10/2019 - Delivered Last Updated: 08-Oct-2019							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.90 CP79001 - MHRS Vehicle - 4WD (71090)	Oliver Schaer - Manager Technical Services - Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	20.00%	 GREEN

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SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	60,500.00	60,400.00	60,371.00	29.00	 GREEN
ACTION PROGRESS COMMENTS: 06/08/2019 - Purchase Order Issued - Vehicle due to arrive into WA in August , delivery estimated September/October 2019. 09/09/2019 - No change 08/10/2019 - Delivered Last Updated: 08-Oct-2019						

Corporate Services

Information Communication and Technology

23.1 Information Communication and Technology

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.83 CP49001 - 19/20 Computer Equipment	Sian Appleton - Executive Manager - Corporate Services	In Progress	01-Jul-2019	30-Apr-2020	35.00%	25.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
23.1 Information Communication and Technology	Capital	50,000.00		44,000.00	21,691.00	22,309.00	 GREEN
ACTION PROGRESS COMMENTS: 06/08/2019 - Scopes currently being developed for needed IT equipment including new photocopier for Executive. 30/09/2019 - Awaiting quotes for new photocopier and shredder. Changes in legislation re \$5,000 threshold will mean moving some capital budget to operating at budget review time. 11/08/2019 - Photocopier purchased and installed. 13/02/2020 - Video conferencing equipment quotes being sought for meeting rooms. Last Updated: 13-Feb-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.165 CEO Office and Meeting Conference Room AV Upgrades	Lindon Mellor - Manager Projects & Assets	In Progress	08-Feb-2020	30-Jun-2020	20.00%	0.00%	 GREEN

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SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
23.1 Information Communication and Technology	Capital	-	-	-	-	
ACTION PROGRESS COMMENTS: 12/02/2020 - CEO Office portion of the project completed. Tender specification for Meeting room and Council Chamber AV upgrades currently underway. 12/03/2020 - Tender specification under review. Planned to be advertised within the month of March. Last Updated: 12-Mar-2020						

Martumili Artists

8.2 Development of Martu Art

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.1.2 CP119421 - B/Fwd 19/20 Martumili Troop Carrier	Carly Day - Manager Martumili	Completed	01-Jul-2019	31-Dec-2019	100.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
8.2 Development of Martu Art	Capital	100,000.00		100,000.00	96,549.00	3,451.00	 GREEN
ACTION PROGRESS COMMENTS: 31/10/2018 - Troop Carrier purchased and on site October. 16/06/2019 - 2nd vehicle ordered and due for delivery shortly 31/08/2019 - Vehicle received Last Updated: 09-Sep-2019							

Customer and Community Services

Community Safety

12.3 Surveillance and Security

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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2.1.1.15 CP59022 - 19/20 BHP Collective Impact CCTV	Brent Stein - Manager Community Safety	In Progress	05-Aug-2019	30-Jun-2020	15.00%	50.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
12.3 Surveillance and Security	Capital	100,000.00		88,000.00	0.00	88,000.00	 GREEN
ACTION PROGRESS COMMENTS:							
WA Police, Local Government and BHP statistics currently being compiled to establish relevant hot spots in Newman to effectively implement crime prevention through environmental design.							
06/12/2019 - Data collected and analysis of crime data and hot spots has been conducted in Newman. WA Police have agreed to partner with the Shire on the project. Community consultation and detailed scoping planned to commence in January 2020.							
09/01/2020 - Detailed project planning underway							
Last Updated: 17-Feb-2020							

Recreation and Events

15.3 Recreation and Fitness Centres

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.1.11 CP19033 - 19/20 Newman Rec Centre Gym Equipment	Carly Williams - Coordinator Recreation Services	In Progress	01-Jul-2019	30-Apr-2020	35.00%	20.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
15.3 Recreation and Fitness Centres	Capital	16,000.00		16,000.00	0.00	16,000.00	 GREEN
ACTION PROGRESS COMMENTS: Currently reviewing space and required features of new equipment Update 6/12/19 - Scope of works to be complete on the circuit and cardio rooms to determine the compatibility of a number of pieces of equipment that we have to choose from matched to the space available. Each piece of equipment has various dimensions and offers something different in terms of fitness and training outcomes. Update 10/01/2020 - Scope of works under development Update 11/02/2020 - Awaiting communication between Executive Management on room switch which will determine the most suitable piece of equipment. 12/3/2020- JL - Finalizing whether equipment lease can be continued as is, or RFT required to be completed.							

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Last Updated: 13-Mar-2020

15.4 Aquatic Centres

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.69 CP119067 - 19/20 Newman Aquatic Centre P&E	Vacant - Coordinator Aquatic Centre - Coordinator Aquatic Centre	In Progress	01-Jul-2019	30-Apr-2020	60.00%	50.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
15.4 Aquatic Centres	Capital	60,000.00		52,800.00	0.00	52,800.00	 GREEN

ACTION PROGRESS COMMENTS:

10 January 2020 - These works include the replacement of chemical dosing controllers and pool hoist for Newman Aquatic Centre.

- Chemical dosing controllers were included in a tender of works 9/19, the equipment has been sourced, and the controllers are being replaced in January 2020.
 - Received quotes for a disability hoist in both Marble Bar and Newman. No further action on this item will be taken until the new Coordinator of Aquatic Services has started.
- 12/3/20 JL - Chemical dosing pumps completed, disability hoist discussed with Royal Life Saving and Manager Community Well Being

Last Updated: 13-Mar-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.70 CP119069 - 19/20 M/Bar Aquatic Centre	Ben Lewis - Executive Manager - Commercial Services	Deferred	01-Jul-2019	30-Apr-2021	1.00%	0.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
15.4 Aquatic Centres	Capital	32,000.00		28,160.00	33,615.00	-5,455.00	 GREEN

ACTION PROGRESS COMMENTS:

06/12-2019 - Pool was closed for the works in July, and drained. Additional investigations were conducted into the condition of the pool including leak detection tests on the main centre supply line. Additional issues identified included: The riser pipe on most inlets were cracked, broken or split, the centreline is full of filter sand, the centreline appears to have separated at the construction joint

Estimated additional costs are in the vicinity of \$125,000. Additionally, had the work gone ahead, the pool would not have been able to be reopened until February 2020. Instead, the decision has been made to delay the capital works until next year, to allow the pool to be open to the public and the school over the summer months. A detailed scope of works including

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the additional works will now be developed and tendered. As the tender for the works progresses, the revised amount will be brought back to Council and included in the 2020/21 budget.

The pool was refilled and reopened on 28 November 2019.

12/3/20 - Department of Finance will look to reschedule works during the winter months which are estimated to commence in June 2020.

JL 12/3/20 - Pool closure dates confirmed as 6/7/20 - 15/11/20

Last Updated: 13-Mar-2020

Infrastructure Services

Infrastructure Services

19.1 Open Space Assets - Newman

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.1.14 CP119728 - 19/20 Cricket Covers & Nets	Conrad Short - Works Supervisor - Parks & Gardens	In Progress	01-Jul-2019	30-Apr-2020	35.00%	88.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.1 Open Space Assets- Newman	Capital	25,000.00		22,000.00	16,557.00	5,443.00	 GREEN

ACTION PROGRESS COMMENTS:

08/08/2019 spoken to contractors and discussed the scope of works.

07/11/2019 Three quotes received and PO being issued for work and discussions between the cricket club and contractor to discuss the best time to do the work.

28/11/2019 still liaising with the cricket club and contractors on timing of when works can be done.

11/12/2019 Been in touch with the contractor hoping to get it done in January and the advice was given, "in regards to the installation of the artificial turf for the cricket pitch I wanted to advise that the substrate temperature needs to be between 5 – 30 degrees and as I do not foresee this happening for a few more months this will not be installed in January." We could have to wait as long as April for the temp to drop this low.

09/01/2020 No further update.

10/02/2020 No further update.

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12/03/2020 Waiting for contractor to lock in a start date pending weather conditions.

Last Updated: 12-Mar-2020

19.2 Transport Assets - Newman

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.85 CP129573 - 19/20 Concrete Works Newman	Raees Rasool - Executive Manager Infrastructure Services	Completed	01-Jul-2019	30-Apr-2020	100.00%	88.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.2 Transport Assets - Newman	Capital	150,000.00		150,000.00	153,412.00	-3,412.00	 GREEN

ACTION PROGRESS COMMENTS:

06/08/2019: Contractor Dowsing conducted initial site visit on the 02/08/2019. Project scheduled to commence in late August and be completed by early September.

06/09/2019: Dowsing are mobilised on site and works are currently being undertaken with majority of concrete pours completed. By mid September renewals would have been undertaken in Minbalup, Warrambucca, Jabbarup and Wilara.

10/10/2019: Project completed and invoiced. Before and after pictures posted on social media generating a number of positive reviews.

Last Updated: 10-Oct-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.86 CP129618 - 19/20 Pavement Failure and Drainage	Raees Rasool - Executive Manager Infrastructure Services	Deferred	01-Jul-2019	30-Apr-2020	0.00%	88.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.2 Transport Assets - Newman	Capital	250,000.00		220,000.00	191,073.00	28,927.00	 GREEN

ACTION PROGRESS COMMENTS:

06/08/2019: Scope of works is being developed for works to be undertaken this financial year.

06/09/2019: Scope of works is being developed for works to be undertaken this financial year.

10/10/2019: Due to resourcing constraints this project has not been progressed. Will be allocated to the Manager of Projects and Assets when they are on board.

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05/11/2019: Following discussions with the Manager Technical Services - Rural and the CEO this project will be deferred and the funds allocated towards rural road construction. The reason being that the project was based on a consultant report completed in 2015/16 which may no longer be relevant. The intent of the report was to reduce flooding within Newman, however it is not clear that this is a particular issue and expending \$900k of grant funding seems an inappropriate choice. If flooding becomes an issue then the root causes will be investigated, planned, budgeted and works completed as required as opposed to budgeting relying on the modelling of the consultant. There will be no further updates regarding this project

Last Updated: 05-Nov-2019

19.4 Transport Assets - Rural

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.73 CP129545 - 19/20 Marble Bar / Woodstock	Oliver Schaefer - Manager Technical Services - Rural	In Progress	01-Jul-2019	30-Apr-2020	20.00%	88.00%	RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport Assets - Rural	Capital	255,000.00		198,000.00	5,950.00	192,050.00	GREEN

ACTION PROGRESS COMMENTS:

06/08/2019 - Works to be completed by Council's Crew. Due to commence November 2019
09/09/2019 - Due to other work commitments works may commence January/February 2020 weather permitting.
08/10/2019 - No change
06/11/2019 - No change
26/11/2019 - No change
06/01/2020 - No change
11/02/2020 - Scheduled to commence this month weather permitting
10/03/2020 - Works commenced and on target

Last Updated: 10-Mar-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.74 CP129546 - 19/20 Jigalong Road	Oliver Schaefer - Manager Technical Services- Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	88.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE

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19.4 Transport Assets - Rural	Capital	570,000.00	570,000.00	571,815.00	-1,815.00	 GREEN	
ACTION PROGRESS COMMENTS: 06/08/2019 - Works have commenced by Council's Contractor Young's Earthmoving. Completion estimated for early September 2019. 09/09/2019 - Works progressing well and on target 08/10/2019 - Works progressing well and on target 05/11/2019 - Works progressing well and on target 26/11/2019 - Works progressing well and on target 06/01/2020 - Works to recommence following the Christmas Holidays within the next couple of weeks, weather permitting. 11/02/2020 - Works completed pending final invoice Last Updated: 11-Feb-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.75 CP129549 - 19/20 Goldsworthy Road	Oliver Schaefer - Manager Technical Services - Rural	In Progress	01-Jul-2019	30-Apr-2020	20.00%	88.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport Assets - Rural	Capital	825,000.00		726,000.00	14,929.00	711,071.00	 GREEN
ACTION PROGRESS COMMENTS: 06/08/2019 - Works to be completed by Council's Crew. Mobilisation of plant and equipment in progress to site. Completion estimated late September 2019. 09/09/2019 - Project has been delayed due to other urgent works and staff shortages. Works expected to commence once new dozer has arrived in the later half of September or early October 19. 08/10/2019 - No change 05/11/2019 - Works commenced with cattle grid maintenance and repairs prior to earthworks commencing in Jan/Feb 2020. 26/11/2019 - As per previous comment. Cattle grid maintenance completed with 2 grids having been identified for replacement due to structural failures. 06/01/2020 - Earthworks due to commence following Munjina Roy Hill Rd works, estimated late February early March 2020 weather permitting. 11/02/2020 - Estimated to commence in March due to several severe weather events 10/03/2020 - Works have commenced and on target Last Updated: 10-Mar-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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3.1.3.76 CP129551 - 19/20 Woodie Woodie	Oliver Schaer - Manager Technical Services - Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	88.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport Assets - Rural	Capital	330,000.00		264,000.00	300,343.00	-36,343.00	 AMBER
ACTION PROGRESS COMMENTS: 06/08/2019 - Pavement repairs in progress by Council's Crew. Reseal program to be developed with completion estimated in April 2020 depending on availability of sealing crews. Unsealed shoulder maintenance to be completed by Council's Contractor scheduled for November 2019. 09/09/2019 - Urgent pavement repair/reseal completed, unsealed shoulder maintenance completed, minor pavement repairs ongoing. 08/10/2019 - Project Completed, minor pavement repairs ongoing. Last Updated: 09-Oct-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.77 CP129556 - 19/20 Munijina / Roy Hill Road	Oliver Schaer - Manager Technical Services - Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	88.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport Assets - Rural	Capital	300,000.00		264,000.00	130,360.00	133,640.00	 GREEN
ACTION PROGRESS COMMENTS: 06/08/2019 - Works are due to commence by Council's Contractor Young's Earthmoving. Completion estimated for early October 2019. 09/09/2019 - No change 08/10/2019 - Project delayed due to additional RTR funding to Talawana Track having been approved. Crews will mobilise once Talawana Track and Jigalong Works have been completed. 05/11/2019 - No change 26/11/2019 - No change 06/01/2020 - Due to commence within the next 2 weeks weather permitting. 11/02/2020 - Works have commenced 10/03/2020 - Completed Last Updated: 13-Mar-2020							

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ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.78 CP129537 - 19/20 Kiwimkurra Road	Oliver Schaefer - Manager Technical Services - Rural	In Progress	01-Jul-2019	30-Apr-2020	30.00%	88.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport Assets - Rural	Capital	575,000.00		506,000.00	235.00	505,765.00	 GREEN
ACTION PROGRESS COMMENTS: 06/08/2019 - Heavy formation grade completed by Council's Contractor Youngs Earthmoving. Works to recommence following the wet season around March/April 2020. 09/09/2019 - Additional maintenance grade to commence November due to high traffic volumes between Community and WA/NT border. 08/10/2019 - Additional funding of \$310,000 from RTR Program has been confirmed. Works to commence next year following the wet season and subject to land access approvals from Tjamu Tjamu AC. 05/11/2019 - No change 26/11/2019 - No change 06/01/2020 - No change 11/02/2020 - Additional funding of \$100,000 has been confirmed through the Roads to Recovery Program. Works due to commence late May early June 2020 pending land access approvals and weather conditions. 10/03/2020 - Works due to commence in April. Access negotiations underway to Kiwimkurra Lands and IPA. Heritage monitors to inspect and advise/approve proposed road works location prior to commencement. Last Updated: 10-Mar-2020							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.79 CP129538 - 19/20 Punmu Access	Oliver Schaefer - Manager Technical Services - Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	88.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport Assets - Rural	Capital	154,000.00		135,520.00	153,757.00	-18,237.00	 GREEN
ACTION PROGRESS COMMENTS: 06/08/2019 - Heavy formation grade in progress by Council's Contractor East Pilbara Earthmoving. Completion estimated early September. 09/09/2019 - Maintenance Grade completed up to and including the Punmu Airport. Additional grade to be completed late November early December by Youngs Earthmoving due to							

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high traffic volumes between Telfer and Punmu.

08/10/2019 - No change

05/11/2019 - Final 2019 maintenance grade to commence within the next week

26/11/2019 - Final grade in progress

06/01/2020 - Completed

Last Updated: 06-Jan-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.80 CP129539 - 19/20 Talawana Track	Oliver Schaer - Manager Technical Services - Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	88.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport Assets - Rural	Capital	983,500.00		983,500.00	983,415.00	85.00	 GREEN

ACTION PROGRESS COMMENTS:

06/08/2019 - Works to be completed by Council's Contractor Youngs Earthmoving. Works are scheduled to commence mid to late September 2019.

09/09/2019 - Works have commenced by Youngs Earthmoving in order to address urgent pavement failures

08/10/2019 - Additional funding of \$800,00 has been allocated from RTR funds in order to address extensive pavement failures to various sections. Works are progressing well

05/11/2019 - Works are progressing well and on target

26/11/2019 - Works are progressing well and on target

06/01/2020 - Completed

Last Updated: 06-Jan-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.81 CP129540 - 19/20 Jupiter Wells Access	Oliver Schaer - Manager Technical Services - Rural	Completed	01-Jul-2019	30-Apr-2020	100.00%	88.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport Assets - Rural	Capital	78,000.00		68,640.00	78,000.00	-9,360.00	 GREEN

ACTION PROGRESS COMMENTS:

Works completed by Council's Contractor Youngs Earthmoving.

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Last Updated: 06-Aug-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.82 CP129542 - 19/20 Kunawarritji Access	Oliver Schaefer - Manager Technical Services - Rural	Deferred	01-Jul-2019	30-Apr-2020	1.00%	88.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport Assets - Rural	Capital	0.00		0.00	0.00	0.00	 GREEN

ACTION PROGRESS COMMENTS:

06/08/2019 - Works are due to commence early September 2019 utilising Council's Contractor Youngs Earthmoving. At this stage works will be limited to heavy formation grades utilising Aboriginal Access Road funding. Special Projects Aboriginal Access Road funding, administered through the Roads to Recovery Program, is yet to be finalised. Once funding has been confirmed works will be scheduled to commence February/March 2020 and transition into the FY20/21 to cover two financial years programs thus reducing the move/demove costs.

09/09/2019 - Maintenance Grading has commenced. Currently graders are approaching Lake Auld from the East. Funding at this stage is from Aboriginal Access Road Funding for the Desert Road. Funding specifically for the Kunawarritji Access Road through the Roads to Recovery Program is yet to be approved.

08/10/2019 - Funding allocation from AAR and RTR confirmed to be made available in the FY 20/21.

05/11/2019 - No change

26/11/2019 - No change

06/01/2020 - No change

11/02/2020 - No change

10/03/2020 - No change, funding available and allocated to FY 20/21

Last Updated: 10-Mar-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.83 CP129543 - 19/20 Desert Road	Oliver Schaefer - Manager Technical Services - Rural	In Progress	01-Jul-2019	30-Apr-2020	40.00%	88.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport Assets - Rural	Capital	820,000.00		721,600.00	271,990.00	449,610.00	 GREEN

ACTION PROGRESS COMMENTS:

06/08/2019 - Works have commenced by Council's Contractor Youngs Earthmoving. At this stage works are limited to heavy formation grades utilising Aboriginal Access Road funding.

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Special Projects Aboriginal Access Road funding, administered through the Roads to Recovery Program, is yet to be finalised. Once funding has been confirmed works will be scheduled to commence February/March 2020 and transition into the FY20/21 to cover two financial years programs thus reducing the move/demove costs.

09/09/2019 - Desert Road completed, currently graders are on Kunawamitji Access Road section. Funding at this stage is from Aboriginal Access Road funding for the Desert Road.

Funding specifically for the Desert Road through the Roads to Recovery Program is yet to be approved.

08/10/2019 - RTR funding of \$440,000 has been confirmed. Works to commence following the wet season.

05/11/2019 - No change

26/11/2019 - No change

06/01/2020 - No change

11/02/2020 - Additional \$100,000 funding has been confirmed through the Roads to Recovery Program. Works due to commence late March early June pending land access approvals and weather conditions.

10/03/2020 - Works due to commence in April. Access negotiations underway to Kiwirrkurra Lands and IPA. Heritage monitors to inspect and advise/approve proposed road works location prior to commencement.

Last Updated: 10-Mar-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.96 CP129084 - 19/20 Minor Equipment - Rural	Oliver Schaer - Manager Technical Services - Rural	In Progress	01-Jul-2019	30-Apr-2020	50.00%	88.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport Assets - Rural	Capital	50,000.00		44,000.00	21,880.00	22,120.00	 GREEN

ACTION PROGRESS COMMENTS:

06/08/2019 - Remains in progress for the financial year as small items/minor equipment items are replaced/purchased as needed.

09/09/2019 - No change

08/10/2019 - No change

05/11/2019 - No change

26/11/2019 - No change

06/01/2020 - No change

11/02/2020 - No change

10/03/2020 - No change

Last Updated: 10-Mar-2020

Natural Resource Management

21.1 Landfill Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.1.5 CP109016 - 19/20 Landfill and Civil Works	Hope Iyamu - Manager Waste Services	In Progress	01-Jul-2019	30-Apr-2020	1.00%	88.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
21.1 Landfill Management	Capital	50,000.00		44,000.00	16,500.00	27,500.00	 GREEN
ACTION PROGRESS COMMENTS: 8/08/2019: The landfill waste management plan is currently under review by the Shire and would serve as a compass for proposed civil works at the site. Submission of this plan to the Council would be in September. 7/09/2019 LANDFILL WASTE MANAGEMENT PLAN: A summary of the landfill waste management plan will be reported in the Information Bulletin. LIQUID WASTE FACILITY: The liquid waste facility (LWF) is one of the many assets within the landfill site that needs an urgent upgrade. Currently, the treated wastewater (TWW) from the LWF discharges via a pipe from the Aerobic Pond to the unlined channel. A flow meter is required to be connected to the discharge pipe before the outlet to measure cumulative volumes of TWW. This requirement is a condition of the Department of Water and Environmental Regulation (DWER), Western Australia. The requirement is part of the improvements recommended by DWER to the Shire concerning the facility's compliance issues. The WMS team scoped the installation of the flow meter and in collaboration with the procurement officer, prepared a request for quotation (RFQ) document. The office of the CEO has advertised the RFQ on the 7th of September, 2019. The deadline for submissions is the 30th of September, 2019. FENCING: Currently, the perimeter of the landfill site is not entirely fenced. In addition to this lapse being a non-compliance issue with the operations licence, it has allowed the intrusion of stray livestock into the site to cause damage to the assets within the facility. There have been two reports in the last month of stray cattle trespassing and causing damage to the evaporation bed. The intrusion of this livestock provoked a decision to fence off the evaporation bed and prevent it from further damage. The WMS team is working on documentation for the RFQ, which would be advertised after completion. The fencing of the whole perimeter of the landfill site will be investigated in due course, as part of the required upgrades in the facility. 9/10/2019 LANDFILL WASTE MANAGEMENT PLAN: The landfill waste management plan, which is a live document, was recently updated with landfill rehabilitation costings provided by the engaged Consultant. The update is for the closure and post-closure management of the three landfill sites owned by the Shire. The landfills are the Marble Bar Refuse Site, Nullagine Refuse Site, and the Newman Refuse Site. This information is required due to the environmental risks and impacts of landfilling. As regulated by the Department of Water and Environmental Regulation (DWER), the landfills are required to meet compliance.							

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The cost breakdown for the different rehabilitation activities required for the management of the landfill sites are as follows:

1. Construction Quality Assurance Plan - \$71,000.00
2. Rehabilitation Plan – \$36,200.00
3. Final Cover System – \$15,885,688.00
4. Post Closure Management Plan – \$45,200.00
5. Environmental Monitoring Programs – \$63,000.00

The total cost for the rehabilitation of the landfills, at the end of the design life, is \$16,101,088.00. The estimates have an accuracy of $\pm 40\%$ and based on the Victorian EPA BEPM under better practice.

LIQUID WASTE FACILITY: The office of the CEO advertised the proposed flowmeter for the liquid waste facility in the landfill on the 7th of September, 2019, and the deadline for submissions was the 30th of September, 2019. However, there was no submission received by the procurement team concerning the implementation of the project. The waste management services (WMS) team is currently liaising with a local Contractor who missed the submission deadline, but now working on a proposal.

The liquid waste facility ponds are deteriorating due to lack of maintenance over the years. The WMS team will assess the conditions and integrity of the ponds to continue processing septage disposed of by the Shire's liquid waste customers.

FENCING: The perimeter fencing of the Newman Refuse Site is suspended until the next financial year due to lack of funds. However, a request for quotation to fence the sludge drying beds, constructed sometime last year, was sent to several vendors. Only two of the vendors indicated interest, and they are in the process of finalising their submission.

05/11/2019

LIQUID WASTE FACILITY: The Shire of East Pilbara have submitted a Request for Quotation (RFQ) on WALGA's eQuotes platform for a Condition Assessment of the Liquid Waste Facility located at the Newman Refuse Site. The condition assessment will provide the Shire with a detailed technical understanding of the facility enabling the intake volume to be recalculated to assure the highest quality of treated effluent is achieved. The submission for the RFQ closes on the 19th of November, 2019.

FENCING: The RFQ to fence the Sludge Drying Bed at the Newman Refuse Site closed on the 16th of October, with only one submission being received. The award process has been put on hold due to the Condition Assessment of the Liquid Waste Facility.

29/11/2019

LIQUID WASTE FACILITY: The Shire received submissions for the advertised request for quotations (RFQ) for the condition assessment of the liquid waste facility. The scope of the assessment included the previously advertised flow meter. However, the two Engineering consulting firms that submitted proposals were not compliant with the procurement process and qualitative criteria. This outcome has necessitated a re-advertisement of the RFQ. Advertising the new RFQ next week could be a possibility pending approval by the Executives.

FENCING: The perimeter of the Sludge Drying bed at the Newman landfill site is not fenced. A request for quotation (RFQ), sent to contractors (including local) for proposal submission had only one response. The response had an unacceptable condition. The condition is a result of the terrain of the site. That is, the ground conditions are quite firm and rocky, and there was no sufficient allowance created on one side of the bed for fencing, during its design and construct. The team is investigating other ways to carry out this project as potential contractors are finding it challenging to adopt a suitable methodology for the project's implementation.

WEIGHBRIDGE: The last calibration for the weighbridge was in 2017. Recently, the asset had issues with accuracy and the waste services team engaged Mettler Toledo for its calibration.

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and other services. The calibration was on the 21st of October, 2019. Currently, the team is working on speed bumps for the access road, about 100 metres from the landfill entrance gate.

08/01/2020

LIQUID WASTE FACILITY: The liquid waste facility's condition assessment request for quotation is yet to be advertised as most of the consultancies were closed over the Christmas and New Year period. However, the waste team is hoping to re-advertise the RFQ sometime next week, if all signatories are in place. Also, Veolia is investigating possibilities surrounding establishing a septage treatment plant within the premises of the landfill site. A discussion has been initiated between Veolia and the Shire, but it's still very preliminary as there are few hurdles to be overcome before a final presentation to the Council.

FENCING: The fencing of the sludge drying bed's perimeter is in the planning phase. One of the potential contractors' terms and conditions were vague, and it was not possible to go with them. The other potential contractor (local) has shown interest. So, the waste team will be re-advertising following a thorough investigation of the geotechnical state of the sludge drying bed's surrounding soil.

WEIGHBRIDGE: The weighbridge had a speed bump, right before vehicles or trucks get on the asset. This speed bump indirectly impacted on the bearings of the weighbridge, causing wear and tear. The bump has since been removed, and a new one will be installed, a few metres away from the weighbridge to avoid any impact. Steel bumps have been purchased by the team as a replacement. Also, the bump at the entrance of the landfill site is damaged due to the deterioration of the material. The bump will be replaced with steel material. The installation will take place next week by the waste team, in conjunction with the depot team.

LANDFILL SIGNAGE: The landfill information sign has been non-compliant since the inception of the site in 1979. However, the waste team initiated a request for quotation to have a compliant landfill information sign and safety sign at the entrance of the site, which meets the Department of Water and Environmental Regulation (DWER) requirements. Proposals have been received, and the team is reviewing, before awarding the contract.

10/02/2020

LIQUID WASTE FACILITY: The Shire advertised the request for quotation for the condition assessment of the liquid waste facility (septage ponds and associated infrastructure) on Friday, 7th February 2020. The waste team is awaiting potential consultancies to submit proposals, according to the information provided in the request. This condition assessment is necessary due to the inevitable upgrade required at the facility.

SLUDGE DRYING BED/FENCING: The fencing of the sludge drying bed is on hold due to the damage to the drying bed by ex-tropical cyclone Blake. The waste team is corresponding with potential contractors on the best possible way to rehabilitate the pond before fencing, including a cost estimate.

WEIGHBRIDGE: The waste team has installed speed humps before the weighbridge, to ensure substantial minimal impact by trucks and light vehicles on the weighbridge. This action is to reduce everyday wear and tear on the weighbridge and extend the service life.

LANDFILL SIGNAGE: The landfill had no entrance signage with the required information as described in the licence since the inception of the landfill in 1979. The waste team has completed the landfill entrance signage with all the necessary information and will be erected by the Depot team when the climatic condition permits.

LIQUID WASTE FACILITY (12/03/2020) - The waste team has received submissions for the condition assessment of the liquid waste facility. The team would be evaluating the submissions

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and making a decision early next week.

SLUDGE DRYING BED/FENCING (12/03/2020) - The sludge drying bed is severely damaged and not fit for use at the moment. The waste team is working with the Shire's officers responsible for the collation of information related to TC Blake damage to the Shire's infrastructure.

LANDFILL SIGNAGE (12/03/2020) - The waste team has completed the landfill signage entrance and erected by the Depot team.

Last Updated: 12-Mar-2020

Project and Asset Management

11.1 Project Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.2.1 CP139309 - B/FWD 19/20 Desert Discovery Drive Structures	Michael Zion - Coordinator Asset Management	Deferred	01-Jul-2019	26-Jun-2020	10.00%	88.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
11.1 Project Management	Capital	0.00		0.00	0.00	0.00	 GREEN

ACTION PROGRESS COMMENTS:

01/05/2019 - Previous documentation including former council resolutions have been reviewed to understand the project requirements and draft scope drafted

16/05/2019 - The project will require grant funding to proceed. Shire did not obtain grant funding this financial year and the project is deferred

10/06/2019 - No further update for 2018/19

01/08/2019 - Developing change in scope of work for this year

09/09/2019 - Draft project scope with signage details prepared for obtaining quotes

14/10/2019 - Feedback received from Central Desert indicating support of Desert Discovery Drive and are keen to continue progressing discussions with the Shire in this sense. Tjamu Tjamu (AC) is workshopping a submission to formally respond to the Shire, their detailed formal response will set out in more detail the suggestions which the corporation and the native title holders have in relation to the proposal, and what Tjamu Tjamu (AC) would request the Shire to take into consideration when continuing discussions surrounding this proposal. This response will not likely be available till at least the first half of 2020.

05/11/2019 - Awaiting the formal response from Tjamu Tjamu (AC) through Central Desert and also seeking feedback from other stakeholders.

25/11/2019 - Feedback and advice received from MRWA

28/11/2019 - At the Strategic Planning Day held on the 22nd of November 2019, Council provided advice to the administration to defer this project to commence in the 2022/23 financial year. Therefore no resourcing has been allocated to investigating this project and there will be no further updates for the 2019/20 financial year.

Last Updated: 02-Dec-2019

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ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.1.12 CP119722 - 19/20 Oval Reticulation Automation	Mridula Maharaj - Senior Projects Manager	In Progress	01-Jul-2019	30-Apr-2020	20.00%	88.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
11.1 Project Management	Capital		0.00	0.00	0.00	0.00	 GREEN
ACTION PROGRESS COMMENTS: 07/08/2019 - Speaking to contractors and developing the scope of works. 07/11/2019- This project has changed after East Newman tank roof failed, repairs are needed or possible replacement of tank. The tank inspectors are currently putting together a cost-benefit analysis for repairs/replacement of tank. 28/11/2019- Still waiting for cost-benefit analysis from The tank inspectors. This project is being handed over to the senior project manager. 08/01/2020 - Request for tender under internal review, anticipated publish in January 2020. 05/02/2020 - Tender released on 22 January 2020. Tender closes 14 February 2020. 12/03/2020 - Tender evaluation process has been completed. Submitted to council for review and sign off. Last Updated: 12-Mar-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.1.13 CP119709 - 19/20 Playground Equipment Newman	Michael Zion - Coordinator Asset Management	In Progress	01-Jul-2019	30-Apr-2020	20.00%	88.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
11.1 Project Management	Capital		50,000.00	44,000.00	0.00	44,000.00	 GREEN
ACTION PROGRESS COMMENTS: 08/08/2019 - Yearly playground audit completed and issues listed in priority. 07/11/2019 - Parts being ordered and work in progress. 28/11/2019 - Project Handover, site inspection, seeking other quotes through RFQ process. 08/01/2020 - Preparing RFQ to supply and install playground equipment 04/02/2020 - RFQ 14-2019/20 currently being advertised and closes 24/02/2020 24/02/2020 - Tender closed with 11 offers from 6 companies.							

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10/03/2020 - RFQ submissions currently being assessed and expected to be awarded soon.

Last Updated: 12-Mar-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.11 CP119??? - 19/20 Capricorn Oval Pay ground Equipment	Michael Zion - Coordinator Asset Management	In Progress	08-Feb-2020	30-Jun-2020	10.00%	0.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
11.1 Project Management	Capital	-		-	-	-	

ACTION PROGRESS COMMENTS:

13/03/2020 – RFQ submissions have been received and are being evaluated. Insurance claim moneys yet to be confirmed

Last Updated: 13-Mar-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.12 CP119729 - 19/20 Capricorn Oval Furniture	Michael Zion - Coordinator Asset Management	In Progress	08-Feb-2020	30-Jun-2020	5.00%	0.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
11.1 Project Management	Capital	5,000.00		4,400.00	0.00	4,400.00	 GREEN

ACTION PROGRESS COMMENTS:

11/03/2020 - Site inspected and Scope of Works developed

Last Updated: 12-Mar-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.13 CP119??? - 19/20 Dingo Park Pump House Wall Renewal	Lindon Mellor - Manager Projects & Assets	In Progress	08-Feb-2020	30-Jun-2020	10.00%	0.00%	 GREEN

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SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
11.1 Project Management	Capital	0.00	0.00	0.00	0.00	 GREEN	
ACTION PROGRESS COMMENTS: 11/02/2020 - Quotes obtained for replacement of wall panels. Work issued to contractor, awaiting materials to arrive. Work due to be completed during February2020. 12/03/2020 - Contractor has had issues with obtaining materials to meet the original specification requirements. Adjustment has now been made to specification to allow for difference in material. Waiting on contractor for variation to original quote before works continue. Last Updated: 12-Mar-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.20 CP129601 - B/FWD 19/20 Nullagine Entry Statement	Helen Likiliki - Coordinator Technical & Development Services	In Progress	01-Jul-2019	30-Apr-2020	36.00%	88.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
11.1 Project Management	Capital	20,000.00	17,600.00	0.00	17,600.00	 GREEN	
ACTION PROGRESS COMMENTS: Reviewing previous documentation with the view to understand the project requirements							
16/05/2019 - Staff have liaised with Cr Schill regarding this project as she has taken an active interest. The budget is not appropriate for the scope so the project has been deferred to the 2019/20 financial year with \$20k listed on the 2019/20 capital works budget 10/06/2019 - No further update 08/08/2019 - Review of previous documentation and currently assessing scope of works, will submit further update in the coming weeks for next Council meet. 10/09/2019 - Compiling report for next Council info bulletin, to ascertain style and location of Entry Statement. 10/10/2019 - A report has been drafted and submitted within the Infrastructure Services, Info Bulletin for Councillors to review, at November OCM. 08/11/2019 - The EMIS will seek strategic advice from council through the corporate discussion process around the possibilities for the Nullagine Entry Statement. This will help inform the design of the entry statement. 28/11/2019 - EMIS presented a report at the OCM 22 November, Councillors reviewed and accepted the recommendations presented regarding locations of signs and material of signage. Permission from MRWA will now be sought regarding the locations of the signs. Further design ideas were suggested and put forward, we will seek advice from design consultants and have these designs refined and finalized, to be represented at the January Council Meet. 07/01/2020 - Scope of Works and request for design of signage was sent out to signage suppliers, on the 19th December 2019- with a close date of 6th January 2020. Submissions of design quotes will now be assessed and a supplier engaged in the upcoming weeks.							

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10/02/2020 - Quotes for designs were assessed and a designer was engaged. Design options have now been received, and will be presented to Council for feedback and comments, with an information bulletin report at the OCM 28th February 2020.

12/03/2020 - Council reviewed proposed designs at the OCM 28th February 2020, and a design was decided (Design #5). The sign chosen included some indigenous dot artwork which we have engaged our Community Wellbeing team and Martumilli for feedback, to make sure the artwork is culturally appropriate. A Scope of works will now be completed to gain quotes for structural engineering, fabrication and manufacturing of the signs, as well as delivery and installation. The final design was also sent to MRWA, and was approved with conditions of installation (ie, distance from road seal) which will be included in the scope.

Last Updated: 13-Mar-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.57 CP49039 - 19/20 Newman Admin Bldg Security Upgrade	Ben Lewis - Executive Manager - Commercial Services	In Progress	01-Jul-2019	30-Apr-2020	15.00%	0.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
11.1 Project Management	Capital	100,000.00		88,000.00	28,994.00	59,006.00	 GREEN

ACTION PROGRESS COMMENTS:

08/08/19 - Scope of works currently being prepared

10/09/19 - partial works in scope to be released next week

08/11/19 - The coordinator of building services has since resigned however the Shire has since recruited for the role with the person due to commence on the 18th November 2019.

28/11/19 - The new coordinator of building services has now started - will continue project moving forward.

08/01/20 - Works have been awarded to the contractor and will commence in Feb / March

06/02/20 - Works due to commence in the coming weeks

12/3/20 - Works commencing 21/3/20 and will run over consecutive weekends

Last Updated: 12-Mar-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.63 CP109002 - 19/20 Sewerage Plant Capital Improvements	Mridula Maharaj - Senior Projects Manager	In Progress	01-Jul-2019	30-Apr-2020	5.00%	88.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
11.1 Project Management	Capital	259,400.00		228,272.00	27,812.00	200,460.00	 GREEN

ACTION PROGRESS COMMENTS:

8/08/2019 - The Shire of East Pilbara received feedback from the Water Corporation, on the long-awaited memorandum of understanding (MOU), 7 August 2019. The input was contrary to the previous opinion between both parties. This outcome has elicited a meeting between the Shire and the Water Corporation. The scheduled meeting is on the 9th of August 2019, for clarifications regarding the project.

9/08/2019 - A meeting was held today between the Water Corporation and the Shire to clarify the capital project and the level of service that will be provided by the Water Corporation. The summary is that; the Water Corporation will be providing the Shire with technical services along the lines of the design, construction drawings and specifications, and responding to queries during project completion and commissioning. The Shire will be responsible for project management. At this stage, the information is informal. Although Water Corporation would progress with the memorandum of understanding (MOU) with the Shire, and that will formally clarify the process (dotting I's and crossing the T's).

7/09/2019 - The Shire had a conversation with the Water Corporation on the 6th of September, 2019, to progress discussions around upgrades at the Newman Wastewater Treatment Plant (NWWTP). Following the feedback, it seems there would be more delays before the commencement of the upgrades at the Plant. There are several internal stakeholders at the Water Corporation that are involved in the process of consummating the memorandum of understanding (MOU). One of the critical issues is the staff-hours the ongoing preliminary design is costing the Water Corporation and the legal liabilities from the project. Another drawback is the potential impact on BHP's wetland and the nearby water bore, during construction.

The conclusion was the proposal of a meeting between the CEO of the Shire and the Regional Manager of Water Corporation by Water Corporation's representative. The outcome of this meeting will elicit strategies around contingency plans for the project, progress the signing of the MOU and outline the responsibilities of each stakeholder.

9/10/2019 - The Shire had a meeting with the team from BHP, as part of the Joint Technical Working Group (JTWG) on the 12th of September 2019. In the meeting, the letter of approval from BHP, which will permit the Shire to use the nearby BHP owned wetland, as part of the WWTP's operations was discussed. The Shire requires this letter of approval from BHP as part of the Department of Water and Environmental Regulation (DWER) requirements for the Plant's operation and contingency plans. Although the wetland is part of the original design of the WWTP, it was not included in the asset transfer to the Shire. The Shire is still waiting for BHP to send the letter of approval which will be included in the application to DWER.

The CEO and the waste management services (WMS) team had a meeting with the Regional Manager of Water Corp (WC) on the 16th of September, 2019, to discuss the implementation of the project. Some of the highlights of the meeting are as follows;

1. Water Corp will draw up the memorandum of understanding (MOU).
2. The MOU will capture the level of technical advice.
3. Water Corp will write the scope required for the tender to engage a design and construct Contractor.
4. Water Corp will develop the scope as a design and construct (D&C) package.
5. Water Corp will assist the Shire with tender evaluation.

Following this development, the WMS team had a teleconference with WC regarding progress on the memorandum of understanding (MOU) being prepared by WC. The WC superintendent assured the Shire would receive the MOU by the 12th of September, 2019. However, WC Regional Manager explained that the staff who was preparing the MOU has resigned. This new development has thrown a spanner in the wheel of progress concerning the project. Notwithstanding this drawback, the Shire has requested the WC Regional Manager to provide the needed technical advice that will facilitate other aspects of the project.

07/11/2019 - It is understood that the Memorandum of Understanding (MOU) is being finalized by the Water Corporation. It is currently with WaterCorp's internal insurance team. Once this has been finalized it is proposed that key personnel from both the Shire and from the Water Corporation will organize a workshop in Newman to discuss further proceedings.

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BHP have recently provided a Letter of Support to the Shire in regards to continuing the discharge of treated effluent to the wetland over the next five years. The Shire has recently recruited a project manager who will manage the Newman WWTP upgrade, they will commence end of November.

29/11/2019 - Following discussions with the Water Corporation (WC) concerning the Newman Wastewater Treatment Plant (NWWTP) capital project, a draft contract was received from WC by the Shire. The draft contract contains information that highlights the collaboration between the Shire and WC. The team reviewed the draft document, comments made, and feedback communicated to the CEO. Further discussion with the WC will follow as an action in the following weeks.

08/01/2020 - The Shire is awaiting feedback from the Consultant regarding a draft contract for the scope of works for the Newman Wastewater Treatment Plant (NWWTP) upgrade. Recently, the Shire's project team sent a draft scope to the Consultant for review, and include in their draft contract.

As part of the required upgrade at the Newman Wastewater Treatment Plant (NWWTP), the Shire is required to make an amendment application for the Plants operating licence. The amendment is about the discharge of treated effluent to the adjacent wetland, owned by BHP. The Shire is liaising with BHP to ensure a successful licence amendment application. The Shire has written to BHP to have this subject as an item in the forthcoming joint technical working group (JTWG) monthly meeting held between BHP representatives and the Shire.

05/02/2020 - The Shire has received the Consultant contract. LGIS is reviewing the liability amount and clauses of the Contract.

10/03/2020 - Further negotiations underway with the Water Corporation regarding consultancy contract before acceptance.

Last Updated: 13-Mar-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.64 CP109009 - 19/20 Chlorination System	Mridula Maharaj - Senior Projects Manager	In Progress	01-Jul-2019	30-Apr-2020	15.00%	88.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
11.1 Project Management	Capital	165,000.00		145,200.00	0.00	145,200.00	 GREEN

ACTION PROGRESS COMMENTS:

08/08/2019 - Scope of works set out and one quote received.

07/11/2019 - Waiting for other quotes.

28/11/2019 - This project is being handed over to the senior project manager.

08/01/2020 - Request for Tender under internal review. Anticipated publish in January 2020.

05/02/2020 - Request for Tender released on 22 January 2020. Tender closes 14 February 2020.

13/03/2020 - Tender evaluation completed with report to council for March OCM

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Last Updated: 13-Mar-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.65 CP109018 - 19/20 Water Corp Maintenance Works	Michael Zion - Coordinator Asset Management	Completed	01-Jul-2019	30-Apr-2020	100.00%	88.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
11.1 Project Management	Capital	30,000.00		7,200.00	0.00	7,200.00	 GREEN

ACTION PROGRESS COMMENTS:

06/08/2019 - Water Corporation contacted and requested to confirm the cost of proposed works.
08/08/2019 - Awaiting response before issuing PO to undertake works.
27/08/2019 - Water corp advised they will provide costs to undertake works soon
05/11/2019 - Delay on receiving water corp quote from local contractor and new quote sought from an alternative water corp contractor
14/11/2019 - Works commenced yesterday and today is completed
28/11/2019 - Awaiting tax invoice from water corporation to close out project
08/01/2020 - Fully invoiced and project complete

Last Updated: 08-Jan-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.72 CP119055 - 19/20 M/Bar Skate Park Shade	Michael Zion - Coordinator Asset Management	Deferred	01-Jul-2019	29-May-2020	1.00%	80.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
11.1 Project Management	Capital	0.00		0.00	0.00	0.00	 GREEN

ACTION PROGRESS COMMENTS:

08/08/2019 - Developing scope of work and tender document prior to tendering
09/09/2019 - Draft tender document being reviewed and will be advertised soon
05/11/2019 - Alternative options identified and further discussion is sought with details provided in the info bulletin
28/11/2019 - At the Strategic Planning Day held on the 22nd of November 2019, Council provided advice to the administration to defer this project until completion of the recreational

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facilities masterplan. Therefore no resourcing has been allocated to investigating this project and there will be no further updates for the 2019/20 financial year.

Last Updated: 08-Jan-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.84 CP129530 - 19/20 Newman Town Street Reseals	Mridula Maharaj - Senior Projects Manager	In Progress	01-Jul-2019	30-Apr-2020	10.00%	88.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
11.1 Project Management	Capital	441,000.00		441,000.00	191,073.00	249,927.00	 GREEN

ACTION PROGRESS COMMENTS:

06/08/2019 - Scope of works is being developed for works to be undertaken this financial year.

06/09/2019 - Previous contract has lapsed so new RFT will need to be created to undertake reseals in 2019/20 financial year.

10/10/2019 - Due to resourcing constraints this project has not been progressed. Will be allocated to the Senior Projects Manager when they are on board.

05/11/2019 - Senior Project Manager has been recruited and will commence in late November.

28/11/2019 - Senior Project Manager commenced with the Shire on the 25th of November. Over the next few weeks we will undertake a handover for this project.

08/01/2020 - Request for Tender developed for the Profiling and Asphalt works in Newman. Review and publish anticipated in January 2020.

05/02/2020 - Request for Tender still under revision. Tender release anticipated next week.

12/03/2020 - Request for Tender still under revision. Due to be released this month.

Last Updated: 12-Mar-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.87 CP129628 - 19/20 Traffic Management / Signs	Michael Zion - Coordinator Asset Management	In Progress	01-Jul-2019	30-Apr-2020	20.00%	88.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
11.1 Project Management	Capital	38,000.00		33,440.00	0.00	33,440.00	 GREEN

ACTION PROGRESS COMMENTS:

08/08/2019 - Scope of works done and quotes received from one supplier.

07/11/2019 - Need to find other suppliers to quote on scope of works.

28/11/2019 - Project Handover, Site inspection, seeking other quotes to supply custom signs.

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08/01/2020 - Preparing RFQ to fabricate and supply signs
05/02/2020 - RFQ 16-2019/20 being advertised and closes 25/02/2020
25/02/2020 - Tender closed with 7 offers from 5 companies.
10/03/2020 - RFQ submissions currently being assessed and expected to be awarded soon.
Last Updated: 12-Mar-2020

24.1 Built Infrastructure - Newman

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.1.16 CP119083 - 19/20 Newman Aquatic Centre	Zaid Abu Rahma - Coordinator Building Services	Completed	05-Aug-2019	30-Jun-2020	100.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.1 Built Infrastructure - Newman	Capital	30,000.00		30,000.00	30,825.00	-825.00	 GREEN

ACTION PROGRESS COMMENTS:

2019 08 08 Works are progressing with new tiling being installed to the walls
10/9/19 - Works completed
Last Updated: 10-Oct-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.5 CP119309 - 19/20 Newman Library Building Works	Zaid Abu Rahma - Coordinator Building Services	Deferred	01-Jul-2019	30-Apr-2020	15.00%	88.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.1 Built Infrastructure - Newman	Capital	0.00		0.00	0.00	0.00	 GREEN

ACTION PROGRESS COMMENTS:

08/08/19 - Scope of works currently being prepared
10/09/19 - quotes being supplied and evaluation in process
08/11/19 - The coordinator of building services has resigned however the Shire has since recruited for the role with the person due to commence on the 18th November 2019.
28/11/19 - The new coordinator of building services has now started. Procurement process underway.

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10/01/19 - At the Strategic Planning Day held on the 22nd of November 2019, Council decided to re-evaluate moving the location for the Newman Public Library, after a community survey has been completed. Therefore it has been decided best course of action is to defer this project until a confirmation by Council has been determined, so as not waste council funds. The intent behind this project was to improve security of the building (locks, screens etc).

12/03/20 No further Update

Last Updated: 12-Mar-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.55 CP49016 - 19/20 Newman Admin Building	Ben Lewis - Executive Manager - Commercial Services	In Progress	01-Jul-2019	30-Apr-2020	90.00%	50.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.1 Built Infrastructure - Newman	Capital	90,000.00		79,200.00	29,790.00	49,410.00	 GREEN

ACTION PROGRESS COMMENTS:

08/08/19 - Scope of works currently being prepared

10/09/19 - works in tender for release next week

08/11/19 - The coordinator of building services has since resigned however the Shire has since recruited for the role with the person due to commence on the 18th November 2019.

08/01/20 - Contractors have commenced the fitout of additional office space

10/2/20 - Fitout of the additional office space has been completed. Final connection of telephone and data + A/C modifications to be completed.

12/3/20 - Final touch ups are being completed

Last Updated: 12-Mar-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.58 CP89017 - 19/20 Family and Children's Hub Detailed Design	Ben Lewis - Executive Manager - Commercial Services	Deferred	01-Jul-2019	30-Apr-2021	1.00%	0.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.1 Built Infrastructure - Newman	Capital	0.00		0.00	0.00	0.00	 GREEN

ACTION PROGRESS COMMENTS:

8/8/19 - Initial ideas have been detailed to be work shopped into a scope ready to go to tender.

22/11/2019 - As part of strategic planning workshop, Council agreed to delay the development of the detailed design for this project at the meeting of 22/11/2019

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Last Updated: 06-Dec-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.60 CP99020 - 19/20 Staff Housing - Newman	Marisa Wolfenden - Coordinator Property Services	In Progress	01-Jul-2019	30-Apr-2020	50.00%	88.00%	RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.1 Built Infrastructure - Newman	Capital	370,000.00		226,424.00	12,118.00	214,306.00	GREEN

ACTION PROGRESS COMMENTS:

08/08/19 - Compiling Scope of works for the tender
06/09/19 - SOW ready for tender
02/10/19 - Solar tender closed going to 25th October Council Meeting
02/10/19 - Capital Tender due to be advertised
07/11/19 - Solar Tender has been awarded to CFC and to commence
07/11/19 - Capital Housing - awaiting final scope of works for Cape Keraudren to proceed with tender
28/11/19 - Currently under final review
08/01/20 - The tender for the works closes on the 15 January and will be put to the February OCM for award.
03/02/20 - Tender has been awarded the successful tenderer, awaiting the preparation and execution of documents.
12/03/20 - Contract has been signed works are yet to start on site.

Last Updated: 12-Mar-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.61 CP99025 - 19/20 Staff Housing Contingency	Marisa Wolfenden - Coordinator Property Services	In Progress	01-Jul-2019	30-Apr-2020	90.00%	70.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.1 Built Infrastructure - Newman	Capital	5,000.00		25,000.00	7,944.00	17,056.00	 GREEN

ACTION PROGRESS COMMENTS:

08/08/19 - As required

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06/09/19 - As required
02/10/19 - As required
04/11/19 - As required
07/11/19 - As required
28/11/19 - As required
08/01/20 - The cost of this account will be journaled to Housing operational account at the end of financial year
08/02/20 - As required
12/03/20 - As required
Last Updated: 12-Mar-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.62 CP99029 - 19/20 Staff Housing - Airport	Marisa Wolfenden - Coordinator Property Services	Deferred	01-Jul-2019	30-Apr-2020	10.00%	75.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.1 Built Infrastructure - Newman	Capital	105,000.00		92,400.00	0.00	92,400.00	 GREEN

ACTION PROGRESS COMMENTS:

08/08/19 - Compiling Scope of works for the tender
06/09/19 - SOW ready for tender
02/10/19 - Tender ready to be advertised
07/11/19 - Capital Housing - awaiting final scope of works for Cape Keraudren to proceed with tender
28/11/19 - Capital works - currently under final review
08/01/20 - The tender for the works closes on the 15 January and will be put to the February OCM for award.
03/02/20 - Tender has been awarded to the successful tenderer for Essential works only. Airport works assessed as non-essential work. Work has been deferred.
12/03/20 - No further update
Last Updated: 12-Mar-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.66 CP109022 - 19/20 Public Toilets - Newman	Zaid Abu Rahma - Coordinator Building Services	In Progress	01-Jul-2019	30-Apr-2020	75.00%	88.00%	 AMBER

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SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
24.1 Built Infrastructure - Newman	Capital	5,000.00	4,400.00	0.00	4,400.00	 GREEN	
ACTION PROGRESS COMMENTS: 08/08/19 - Scope of works currently being prepared 10/09/19 - tender to be released next week 08/11/19 - The coordinator of building services has resigned however the Shire has since recruited for the role with the person due to commence on the 18th November 2019. 28/11/19 - The new coordinator of building services has now started. Procurement process underway. 08/01/20 - The tender for the works closes on the 15 January and will be put to the February OCM for award. 06/02/20 - Tender has been awarded, works are expected to be completed by end of March 2020 12/03/20 - Contract has been signed, works yet to start on site Last Updated: 12-Mar-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.71 CP119626 - 19/20 Newman Recreation Centre Building Works	Zaid Abu Rahma - Coordinator Building Services	In Progress	01-Jul-2019	30-Apr-2020	5.00%	88.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
24.1 Built Infrastructure - Newman	Capital	42,000.00	36,960.00	0.00	36,960.00	 GREEN	
ACTION PROGRESS COMMENTS: 08/08/19 - Scope of works currently being prepared. 08/11/19 - The coordinator of building services has since resigned however the Shire has since recruited for the role with the person due to commence on the 18th November 2019. 28/11/19 - The new coordinator of building services has now started. Scope of works underway 08/01/19 - Overall evaluation has been completed, scope of work is being prepared. 06/02/20 - No Further update 12/03/20 - No Further update Last Updated: 12-Mar-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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3.1.3.95 CP99006 - 19/20 Purchase New Housing	Ben Lewis - Executive Manager- Commercial Services	Not Approved	01-Jul-2019	30-Apr-2020	0.00%	100.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.1 Built Infrastructure - Newman	Capital	860,000.00		860,000.00	860,000.00	0.00	 GREEN
ACTION PROGRESS COMMENTS: 08/08/19 - This has not commenced as a result of current negotiations with BHP and the acquisition of approximately 8 houses. Should this be finalised the purchase of two Redsands units may not be required. 08/11/19 - No further update. 8/1/20 - The purchase of the units was been placed on hold as per the agenda item to the November OCM where council resolved to purchase properties from BHP Last Updated: 10-Feb-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.98 CP49016A - 19/20 Newman Admin AirCon Upgrade	Zaid Abu Rahma - Coordinator Building Services	Not Approved	08-Feb-2020	30-Jun-2020	50.00%	50.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.1 Built Infrastructure - Newman	Capital	40,000.00		0.00	0.00	0.00	 GREEN
ACTION PROGRESS COMMENTS: 12/03/20 Official RFQ has been prepared & under review Last Updated: 12-Mar-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.99 CP99020A - 19/20 BHP Housing Renewal Works	Marisa Wolfenden - Coordinator Property Services	In Progress	08-Feb-2020	30-Jun-2020	20.00%	50.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE

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24.1 Built Infrastructure - Newman	Capital	-	-	-	-		
ACTION PROGRESS COMMENTS: 08/02/20 - Compiling the scope of works 12/03/20 - Scope of work has been completed Last Updated: 13-Mar-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.163 CP49003 - 19/20 Furniture and Equipment - Newman	Marisa Wolfenden - Coordinator Property Services	In Progress	01-Jul-2019	30-Apr-2020	20.00%	50.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.1 Built Infrastructure - Newman	Capital	25,000.00		15,000.00	0.00	15,000.00	 GREEN
ACTION PROGRESS COMMENTS: 08/08/19 - As required 06/09/19 - As required 02/10/19 - As required 07/11/19 - As required 28/11/19 - As required 08/01/20 - As required 03/02/20 - As required 12/03/20 - As required Last Updated: 13-Mar-2020							

24.2 Built Infrastructure Assets - Rural

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.2.3 CP89023 - 19/20 CRC Marble Bar Works	Zaid Abu Rahma - Coordinator Building Services	Deferred	01-Jul-2019	30-Apr-2020	60.00%	88.00%	RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE

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24.2 Built Infrastructure Assets - Rural	Capital	0.00	0.00	0.00	0.00	 GREEN	
ACTION PROGRESS COMMENTS: 08/08/19 - Scope of works currently being compiled 08/11/19 - The coordinator of building services has since resigned however the Shire has since recruited for the role with the person due to commence on the 18th November 2019. 28/11/19 - The new coordinator of building services has now started - will continue project moving forward. 19/12/19 - Waiting on approval from Horizon power to install new solar panels, the contractor cancelled ordered materials until approval is granted. 09/01/20 - Pending Horizon's Power's approval 06/02/20 - This project is deferred as the Shire is unable to obtain approval from Horizon Power. This is due to Horizon's requirement for batteries to be installed as a backup, however no backup system in the market has been approved yet for Marble Bar. There will be no further updates for the 19/20 financial year 12/03/20 No Further Update Last Updated: 12-Mar-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.8 CP139203 - 19/20 Cape K - Infrastructure	Daniel Hay-Henry - Student Engineer	In Progress	01-Jul-2019	12-Jun-2020	10.00%	70.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.2 Built Infrastructure Assets - Rural	Capital	280,000.00		246,400.00	4,047.00	242,353.00	 GREEN
ACTION PROGRESS COMMENTS: 08/08/2019 - Developing scope of work and tender document prior to tendering 09/09/2019 - Draft tender document being reviewed and will be advertised soon 23/09/2019 - Tender closed and submissions being assessed 07/11/2019 - Tender evaluations completed and will be awarded soon 14/11/2019 - Alternative options being investigated 28/11/2019 - Further investigations to be undertaken "in-house" then design and construct contract to be tendered 08/01/2020 - Internal project design underway 07/02/2020 - Tender writing process underway. Due to be advertised February 2020. 11/03/2020 - Tender closed, submissions to be evaluated and report for Council to be completed. Last Updated: 12-Mar-2020							

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ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.9 CP129209 - 19/20 Cape K Caretakers Residence	Zaid Abu Rahma - Coordinator Building Services	In Progress	01-Jul-2019	30-Apr-2020	70.00%	88.00%	 AMBER
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.2 Built Infrastructure Assets - Rural	Capital	70,000.00		61,600.00	1,595.00	60,005.00	 GREEN
ACTION PROGRESS COMMENTS: 10/09/19 - works in the tender due for release next week 08/11/19 - The coordinator of building services has resigned however the Shire has since recruited for the role with the person due to commence on the 18th November 2019. 28/11/19 - The new coordinator of building services has now started - will continue project moving forward. 08/01/20 - The tender for the works closes on the 15 January and will be put to the February OCM for award. 06/02/20 - Tender has been awarded, expected completion is by end of May 2020. 12/03/20 - Contract has been signed, works yet to start on site Last Updated: 12-Mar-2020							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.43 CP139210 - B/FWD 19/20 Nullagine Caravan Park (Demolition / New Buildings)	Ben Lewis - Executive Manager - Commercial Services	In Progress	01-Jul-2019	29-May-2020	60.00%	50.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.2 Built Infrastructure Assets - Rural	Capital	375,000.00		330,000.00	118,040.00	211,960.00	 GREEN
ACTION PROGRESS COMMENTS: 31/09/2018 - This is subject to Council direction and the agenda item going to the October Council meeting Tender has gone out for submissions and closing on 25th March 2019 Tender closed and assessments completed. Now going back to Council 18/06/19 - Demolition works scheduled to be completed at the end of the current tourist season approximately September 2019. Funds have been budgeted in the 19/20 year. 10/09/19 - New scope of works currently being compiled and tendered for replacement buildings. 10/09/19 - demolition works pushed until Feb 20. 08/11/19 - The coordinator of building services has since resigned however the Shire has since recruited for the role with the person due to commence on the 18th November 2019.							

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8/1/20 - The demolition works are completed and the tender has closed for the supply and installation of the new facilities and will go to the January OCM for award
10/2/20 - Tender to install the new ablutions has been awarded and will be delivered to site at the end of April
12/3/20 - New buildings are under construction
Last Updated: 12-Mar-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.56 CP49026 - 19/20 Marble Bar Admin Building	Zaid Abu Rahma - Coordinator Building Services	In Progress	01-Jul-2019	30-Apr-2020	65.00%	88.00%	 AMBER
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.2 Built Infrastructure Assets - Rural	Capital	40,000.00		35,200.00	2,538.00	32,662.00	 GREEN

ACTION PROGRESS COMMENTS:

08/08/19 - Scope of works currently being prepared
10/09/19 - tender document ready for release
08/11/19 - The coordinator of building services has since resigned however the Shire has since recruited for the role with the person due to commence on the 18th November 2019.
28/11/19 - The new coordinator of building services has now started - will continue project moving forward.
08/01/20 - The tender for the works closes on the 15 January and will be put to the February OCM for award. It is expected that the works will be completed around April / May
06/02/20 - Tender has been awarded, expected completion is by end of May 2020.
12/03/20 - Contract has been signed, works yet to start on site

Last Updated: 12-Mar-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.59 CP99019 - 19/20 Staff Housing - Rural	Marisa Wolfenden - Coordinator Property Services	In Progress	01-Jul-2019	30-Apr-2020	50.00%	75.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.2 Built Infrastructure Assets - Rural	Capital	257,300.00		226,424.00	0.00	226,424.00	 GREEN

ACTION PROGRESS COMMENTS:

08/08/19 - Compiling Scope of works for the tender
06/09/19 - SOW ready for tender

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02/10/19 - Tender due to be advertised
07/11/19 - Solar tender has been awarded to CFC
07/11/19 - Capital Housing - awaiting final scope of works for Cape Keraudren to proceed with tender
28/11/19 Capital Works - Currently under final review.
08/01/20 - Tender underway. Closing mid January.
03/02/20 - Tender has been awarded to the successful tender, awaiting the preparation and execution of documents.
12/03/20 - Contract has been signed works are yet to start on site.

Last Updated: 12-Mar-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.67 CP109033 - 19/20 Public Toilets - Nullagine	Zaid Abu Rahma - Coordinator Building Services	In Progress	01-Jul-2019	30-Apr-2020	60.00%	88.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.2 Built Infrastructure Assets - Rural	Capital	42,000.00		36,960.00	41,780.00	-4,820.00	 GREEN

ACTION PROGRESS COMMENTS:

08/08/19 - Scope of works currently being prepared
10/09/19 - works in tender for release next week
08/11/19 - The coordinator of building services has since resigned however the Shire has since recruited for the role with the person due to commence on the 18th November 2019.
28/11/19 - The new coordinator of building services has now started. Procurement process underway.
19/12/19 - Contract has not been awarded yet
08/01/20 - The tender for the works closes on the 15 January and will be put to the February OCM for award.
06/02/20 - Tender has been awarded expected completion is by mid of April 2020.
12/03/20 - Contract has been signed, works yet to start on site

Last Updated: 12-Mar-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.68 CP119012 - 19/20 M/Bar Civic Centre	Zaid Abu Rahma - Coordinator Building Services	In Progress	01-Jul-2019	30-Apr-2020	55.00%	88.00%	 RED

Shire of East Pilbara

Action and Task Progress Report

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.2 Built Infrastructure Assets - Rural	Capital	40,000.00	35,200.00	0.00	35,200.00	
ACTION PROGRESS COMMENTS: 08/08/19 - Scope of works currently being prepared 10/09/19 - doorworks completed, solarworks tender completed, contract to be issue in the next 2 weeks. 08/11/19 - The coordinator of building services has since resigned however the Shire has since recruited for the role with the person due to commence on the 18th November 2019. 28/11/19 - The new coordinator of building services has now started. 08/01/20 - The tender for the works closes on the 15 January and will be put to the February OCM for award. 06/02/20 - Tender has been awarded expected completion is by Mid of June 2020 12/03/20 - Contract has been signed, works yet to start on site Last Updated: 12-Mar-2020						

10.2.3 CREDITORS FOR PAYMENT

Attachments:	Appendix 1 – Cheque Payments Appendix 2 – Directs Payments Appendix 3 – EFT Payments Appendix 4 – Manual Cheque Payments Appendix 5 – Mastercard Payments
File No:	FIN10-2
Responsible Officer:	Ms Sian Appleton Executive Manager Corporate Services
Author:	Ms Teresa Southwell Expenditure Finance Officer
Proposed Meeting Date:	27 March 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

Council endorsement of payment to creditors.

BACKGROUND

As per the attachment list, outlines payments made to creditors since the Council meeting on the 28th February 2020.

COMMENTS/OPTIONS/DISCUSSIONS

FUND	VOUCHER	AMOUNT
EFT Payments	EFT52478 – EFT52895	\$3,587,069.68
Credit Card	TBA	\$13,268.85
	Total	\$3,600,338.53
Cheque Payments	24916 – 24928	\$3,631.01
Cash Cheques	322 – 326	\$550.00
Direct Debits (Fuel)	10945692	\$1320.05
Direct Debits (Super)	DD13464.1 – DD13506.24	\$107,343.26
	Total	\$112,844.32
	GRAND TOTAL	<u>\$ 3,713,182.85</u>

Please note the computer system allows for only a limited field for the description of goods/services purchased, therefore the description shown on the attached Schedule

of Accounts may not show the entire description entered for the goods/services purchased.

CANCELLED AND UNUSED CHEQUES:

UNUSED CHEQUES

Nil

CANCELLED CHEQUES & EFTS

EFT52567, EFT52608, EFT52711 & EFT52831

Cash Cheques 321 & 320

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government (Financial Management) Regulations 1996

Part 2 – General financial management

Reg 11

- (1) *A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of –*
- (a) *cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and*
 - (b) *petty cash systems.*

Local Government (Financial Management) Regulations 1996

Part 2 – General financial management

Reg 12

- (1) *A payment may only be made from the municipal fund or the trust fund –*
- (a) *if the local government has delegated to the CEO the exercise of its power to make payments from those funds – by the CEO; or*
 - (b) *otherwise, if the payment is authorised in advance by a resolution of the council.*
- (2) *The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.*

POLICY IMPLICATIONS

STRATEGIC COMMUNITY PLAN

Nil

RISK MANAGEMENT CONSIDERATIONS

Nil identified.

FINANCIAL IMPLICATIONS

Total expenses of \$ 3,713,182.85

VOTING REQUIREMENTS

Simple.

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/146

MOVED: Cr Geraldine Parsons

SECONDED: Cr Holly Fleming

THAT Council endorse the payments:

FUND	VOUCHER	AMOUNT
EFT Payments	EFT52478 – EFT52895	\$3,587,069.68
Credit Card	TBA	\$13,268.85
	Total	\$3,600,338.53
Cheque Payments	24916 – 24928	\$3,631.01
Cash Cheques	322 – 326	\$550.00
Direct Debits (Fuel)	10945692	\$1320.05
Direct Debits (Super)	DD13464.1 – DD13506.24	\$107,343.26
	Total	\$112,844.32
	GRAND TOTAL	\$ 3,713,182.85
		CARRIED UNANIMOUSLY

To be actioned by Ms Teresa Southwell, Expenditure Finance Officer

Appendix 1 Cheque Payments

SHIRE OF EAST PILBARA

Cheque Payments

Chq/EFT	Date	Name	Description	Amount
24916	13/02/2020	SOEP - NEWMAN HOUSE PETTY CASH	Reconciliation reimbursement	-51.40
24917	20/02/2020	SOEP - LOTTO SYNDICATE 1	Lotto Syndicate 1 - PPE 09/02/20	-300.30
24918	20/02/2020	SOEP - LOTTO SYNDICATE 2	Lotto Syndicate 2 - PPE 09/02/20	-387.20
24919	20/02/2020	SOEP - LOTTO SYNDICATE 3	Lotto Syndicate 3 - PPE 09.02.20	-240.20
24920	20/02/2020	SOEP - MARTUMILI PETTY CASH	Purchase of outdoor setting for employee housing - purchased from Brendon Green	-50.00
24921	27/02/2020	BOND ADMINISTRATOR	Keybond Payment for unit 1/32 Francis Street Marble Bar - Fredrick Streams	-300.00
24922	27/02/2020	Commissioner Of Police	Firearm License 09990135	-128.00
24923	27/02/2020	SOEP - MARTUMILI PETTY CASH	Refunded a customer using petty cash as EFTPOS terminal would not work	-245.00
24924	05/03/2020	MARGARET THERESE MURRAY	Rates refund for assessment A701367 LOT P46/01751 PROSPECTING LEASE	-660.81
24925	05/03/2020	SOEP - LOTTO SYNDICATE 1	Lotto syndicate 1 - PPE 23.02.20	-300.30
24926	05/03/2020	SOEP - LOTTO SYNDICATE 2	Lotto syndicate 2 - PPE 23/02/20	-387.20
24927	05/03/2020	SOEP - LOTTO SYNDICATE 3	Lotto Syndicate 3 - PPE 23.02.20	-240.20
24928	05/03/2020	SOEP - NEWMAN PETTY CASH	Reconciliation reimbursement	-340.40
TOTAL				-\$3,631.01

Appendix 2

Directs Payments

SHIRE OF EAST PILBARA

Direct Debit Payments

Chq/EFT	Date	Name	Description	Amount
10945692	21/02/2020	BP AUSTRALIA	Bp Fleet Report - January 2020	-1320.05
Fuel Payments Total				-1320.05
DD13464.1	09/02/2020	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll deductions	-33329.57
DD13464.5	09/02/2020	SUNSUPER	Payroll deductions	-740.32
DD13464.6	09/02/2020	EDWARDS J E AND A J SUPERANNUATION FUND	Payroll deductions	-2105.88
DD13464.9	09/02/2020	UNISUPER	Payroll deductions	-675.98
DD13506.1	23/02/2020	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll deductions	-36146.78
DD13506.5	23/02/2020	SUNSUPER	Payroll deductions	-740.32
DD13506.6	23/02/2020	EDWARDS J E AND A J SUPERANNUATION FUND	Payroll deductions	-2105.88
DD13506.8	23/02/2020	HESTA SUPER FUND	Payroll deductions	-601.29
DD13506.9	23/02/2020	UNISUPER	Payroll deductions	-664.79
DD13464.2	09/02/2020	BRYKAS SUPERANNUATION FUND	Superannuation contributions	-346.87
DD13464.3	09/02/2020	AMP	Superannuation contributions	-588.89
DD13464.4	09/02/2020	BT SUPER FOR LIFE	Superannuation contributions	-511.94
DD13464.7	09/02/2020	LUCRF SUPER	Superannuation contributions	-256.14
DD13464.8	09/02/2020	HESTA SUPER FUND	Superannuation contributions	-292.93
DD13474.1	09/02/2020	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Superannuation contributions	-72.14
DD13506.2	23/02/2020	BRYKAS SUPERANNUATION FUND	Superannuation contributions	-344.72
DD13506.3	23/02/2020	AMP	Superannuation contributions	-588.89
DD13506.4	23/02/2020	BT SUPER FOR LIFE	Superannuation contributions	-540.50
DD13506.7	23/02/2020	LUCRF SUPER	Superannuation contributions	-256.14
DD13464.10	09/02/2020	Care Super	Superannuation contributions	-316.63
DD13464.11	09/02/2020	AMP Superannuation Savinds Trust	Superannuation contributions	-241.45
DD13464.12	09/02/2020	NORTH PERSONAL SUPER FUND	Superannuation contributions	-127.86
DD13464.13	09/02/2020	Construction and Building Unions Superannuation Fund (CBUS)	Superannuation contributions	-281.95
DD13464.14	09/02/2020	Wealth Personal Superannuation Fund	Superannuation contributions	-560.02
DD13464.15	09/02/2020	CHRISTEX SUPERANNUATION FUND	Superannuation contributions	-933.19

DD13464.16	09/02/2020 ANZ SMART CHOICE SUPER	Superannuation contributions	-314.19
DD13464.17	09/02/2020 AUSTRALIAN SUPER	Superannuation contributions	-3869.82
DD13464.18	09/02/2020 Hostplus	Superannuation contributions	-3217.92
DD13464.19	09/02/2020 REST SUPERANNUATION	Superannuation contributions	-1727.73
DD13464.20	09/02/2020 COLONIAL FIRST STATE	Superannuation contributions	-446.44
DD13464.21	09/02/2020 Sequoia Superannuation Pty Ltd C/ Fairhall SMSF	Superannuation contributions	-195.87
DD13506.10	23/02/2020 Care Super	Superannuation contributions	-316.63
DD13506.11	23/02/2020 ESSENTIAL SUPER	Superannuation contributions	-134.86
DD13506.12	23/02/2020 NORTH PERSONAL SUPER FUND	Superannuation contributions	-125.41
DD13506.13	23/02/2020 AMP Superannuation Savinds Trust	Superannuation contributions	-262.14
DD13506.14	23/02/2020 Construction and Building Unions Superannuation Fund (CBUS)	Superannuation contributions	-281.95
DD13506.15	23/02/2020 ING DIRECT	Superannuation contributions	-82.17
DD13506.16	23/02/2020 Wealth Personal Superannuation Fund	Superannuation contributions	-593.77
DD13506.17	23/02/2020 IOOF Investments Services Ltd	Superannuation contributions	-125.70
DD13506.18	23/02/2020 ANZ SMART CHOICE SUPER	Superannuation contributions	-312.03
DD13506.19	23/02/2020 CHRISTEX SUPERANNUATION FUND	Superannuation contributions	-933.19
DD13506.20	23/02/2020 AUSTRALIAN SUPER	Superannuation contributions	-4545.94
DD13506.21	23/02/2020 Hostplus	Superannuation contributions	-3196.28
DD13506.22	23/02/2020 REST SUPERANNUATION	Superannuation contributions	-1354.41
DD13506.23	23/02/2020 COLONIAL FIRST STATE	Superannuation contributions	-469.47

Appendix 3 EFT Payments

SHIRE OF EAST PILBARA

EFT Payments

Chq/EFT	Date	Name	Description	Amount
EFT52478	13/02/2020	MULYATINGKI MARNEY	Artist Payment - Ref # 6283 - Payment to Shasha Lewis	-300.00
EFT52479	13/02/2020	BETTY WHYLOUTER	Artist Payment - Ref # 6291	-61.10
EFT52480	13/02/2020	BILLY ATKINS	Artist Payment - Ref # 6295	-200.00
EFT52481	13/02/2020	BUGAI WHYLOUTER	Artist Payment - Ref # 6294	-1000.00
EFT52482	13/02/2020	DADDA SAMSON	Artist Payment - Ref # 6293	-535.00
EFT52483	13/02/2020	DOREEN CHAPMAN	Artist Payment - Ref # 6282	-936.00
EFT52484	13/02/2020	JAKAYU BILJABU	Artist Payment - Ref # 6290 - Payment to Gladys Bidu	-600.00
EFT52485	13/02/2020	KUMPAYA GIRGIRBA	Artist Payment - Ref # 6296	-300.00
EFT52486	13/02/2020	MIRIAM ATKINS	Artist Payment - Ref # 6284	-400.00
EFT52487	13/02/2020	MULYATINGKI MARNEY	Artist Payment - Ref # 6297	-300.00
EFT52488	13/02/2020	Marlene Anderson	Artist Payment - Ref # 6292	-137.50
EFT52489	13/02/2020	May Burton	Artist Payment - Ref # 6289	-24.80
EFT52490	13/02/2020	NGAMARU BIDU	Artist Payment - Ref # 6288	-3199.50
EFT52491	13/02/2020	YIKARTU BUMBA	Artist Payment - Ref # 6286	-963.00
EFT52492	13/02/2020	Coca-Cola Amatil (acct 6745685)	CCA - Drinks and slushie mixes - GST	-1624.93
EFT52493	13/02/2020	FINES ENFORCEMENT REGISTRY	Infringement ***** paid directly to SoEP but already sent to FER to collect payment. Could not contact offender to reimburse payment.	-271.90
EFT52494	13/02/2020	FOXTEL CABLE TELEVISION	MONTHLY SUBSCRIPTION - Feb 2020	-265.00
EFT52495	13/02/2020	HORIZON POWER	Payment of multiple invoices	-1918.18
EFT52496	13/02/2020	TELSTRA	Payment of multiple invoices	-4408.47
EFT52497	13/02/2020	ALL-RID PEST MANAGEMENT	Payment of multiple invoices	-514.40
EFT52498	13/02/2020	ALYKA PTY LTD	Alyka digital monthly support	-385.00
EFT52499	13/02/2020	AUSCO MODULAR	Newman Shire Depot - Dec 2019 Hire of transportable office located at the Newman Shire Works Depot for 6 months	-627.00
EFT52500	13/02/2020	Amazing Products Pty Ltd	Magic Sponges	-450.00
EFT52501	13/02/2020	Australia Post - Credit Management	POSTAGE AND STATIONERY AS PER DOCKET - Jan 2020	-383.58
EFT52502	13/02/2020	BCITF	BCITF Applications - Jan 2020	-137.75
EFT52503	13/02/2020	BOC GASES	Cylinder Container Fee - Dec 2019 - R052G Air Indust G Size	-232.13

**SHIRE OF EAST PILBARA
ORDINARY COUNCIL MEETING MINUTES**

27 MARCH 2020

EFT52504	13/02/2020 BOULEVARD PHARMACY	Photo Frames - Citizenship Certs	-119.70
EFT52505	13/02/2020 BRIDGETOWN DESIGN AND PRINT	Payment of multiple invoices	-621.50
EFT52506	13/02/2020 BRUNSWICK ELECTRICAL SERVICES	Payment of multiple invoices	-30480.98
EFT52507	13/02/2020 Department of Mines, Industry Regulation and Safety (Building and Energy)	BSL Remittance - Jan 2020	-328.43
EFT52508	13/02/2020 Blackwoods	Payment of multiple invoices	-354.29
EFT52509	13/02/2020 Bravo Gelato	Ice cream cups and spoons	-93.61
EFT52510	13/02/2020 Bridgestone Tyre Centre Port Hedland	Payment of multiple invoices	-372.30
EFT52511	13/02/2020 CAPTURE THIS PHOTOGRAPHY	Newman Family Fun Run 2019 - Medallion and Running Lynx	-1258.30
EFT52512	13/02/2020 CLEANAWAY PTY LTD (acct 53651165)	Payment of multiple invoices	-4427.72
EFT52513	13/02/2020 CLEANAWAY PTY LTD (acct 53651265)	Payment of multiple invoices	-223088.08
EFT52514	13/02/2020 COATES HIRE OPERATIONS PTY LTD	Payment of multiple invoices	-3534.30
EFT52515	13/02/2020 COLS EXCAVATOR HIRE	Payment of multiple invoices	-1892.00
EFT52516	13/02/2020 CUSTOMER FIRST CONTRACTING PTY LTD	Payment of multiple invoices	-14617.80
EFT52517	13/02/2020 Centurion Transport Co Pty Ltd	Payment of multiple invoices	-707.60
EFT52518	13/02/2020 Corporate Travel Management Group Pty Ltd	Payment of multiple invoices	-17352.30
EFT52519	13/02/2020 DAVID EVRETT	Data Allowance reimbursement - 13/01/20 to 02/02/20	-50.00
EFT52520	13/02/2020 Darryl Wayne Ball	Power Subsidy reimbursement - 11/10/19 to 10/12/19	-373.95
EFT52521	13/02/2020 Dunnings	Payment of multiple invoices	-5929.29
EFT52522	13/02/2020 EAST PILBARA EARTHMOVING PTY LTD	Payment of multiple invoices	-33561.00
EFT52523	13/02/2020 EEO Specialists Pty Ltd	Grievance and Investigation workshop - Staff training	-1094.50
EFT52524	13/02/2020 East Pilbara Recycling	Newman Landfill Operations	-99037.86
EFT52525	13/02/2020 Eric Preston Pty Ltd TA Triset Boss	Supply 1000 specially printed cheques	-829.40
EFT52526	13/02/2020 Expo Signage and Digital Pty Ltd	Brandstand Creative to Refresh Brand Style Guide	-4950.00
EFT52527	13/02/2020 FROGGY SERVICES	Clean of EPAC residence	-264.00
EFT52528	13/02/2020 Fuji Xerox Australia Pty Ltd	Payment of multiple invoices	-2560.48
EFT52529	13/02/2020 GALJO PTY LTD T/A EAST PILBARA TYRE SERVICE	Replace damaged tyre	-253.00
EFT52530	13/02/2020 GARY EDWARDS PLUMBING & GAS	Payment of multiple invoices	-514.45
EFT52531	13/02/2020 HART SPORT	Sports Equipment	-589.20
EFT52532	13/02/2020 HOSPITALITY INN PORT HEDLAND	Payment of multiple invoices	-540.50
EFT52533	13/02/2020 Hope Iyamu	Data Allowance reimbursement - 01/12/19 to 31/01/20	-237.22
EFT52534	13/02/2020 Ixom Operations Pty Ltd	Service Fee - Jan 2020	-932.29

**SHIRE OF EAST PILBARA
ORDINARY COUNCIL MEETING MINUTES**

27 MARCH 2020

EFT52535	13/02/2020 JJ Ryan Consulting Pty Ltd	Supply of Master Plan for Newman Airport as per RFT 09-2018/19 documentation (refer to Contract TC2019642).	-22706.75
EFT52536	13/02/2020 Julia Shadlow-Bath	Reimbursement for travel and parking	-168.23
EFT52537	13/02/2020 KMART AUSTRALIA LTD	School holidays consumables	-185.05
EFT52538	13/02/2020 KOMATSU AUSTRALIA PTY LTD	Supply parts and labour for fan pum repairs to GD655-5 S/N 55674	-5499.15
EFT52539	13/02/2020 KYLIE BERGMANN	Reimbursement for changes of flights to attend Council Meeting	-570.77
EFT52540	13/02/2020 Kevan Sercombe	Reimbursement for fuel purchased whilst out of town - Stat Dec	-49.09
EFT52541	13/02/2020 LANDGATE (DOLA)	Payment of multiple invoices	-427.24
EFT52542	13/02/2020 LANDMARK OPERATIONS LTD	Payment of multiple invoices	-4101.75
EFT52543	13/02/2020 LESMILLS AUSTRALIA	Les Mills 19/20 - Licenses - Feb 2020	-820.32
EFT52544	13/02/2020 LG CRAVEN & SONS	Retention monies returned. Should have been this amount original payment however GST was withheld	-1728.67
EFT52545	13/02/2020 Lindon Mellor	Reimbursement for Engineering WA Division 2020 Membership (Inclusion of professional development in employment contract)	-266.25
EFT52546	13/02/2020 Lisa George	Power subsidy reimbursement - 11/12/19 to 11/02/20	-661.64
EFT52547	13/02/2020 MARBLE BAR TRAVELLERS REST	Australia Day Food Items (Ice, Eggs and Bacon) - GST Free	-53.50
EFT52548	13/02/2020 MARKETFORCE	Payment of multiple invoices	-3741.85
EFT52549	13/02/2020 MILMAR DISTRIBUTORS	Eftpos Rolls	-73.00
EFT52550	13/02/2020 Marble Bar Community Resource Centre	Payment of multiple invoices	-720.00
EFT52551	13/02/2020 Marble Bar Electrical Service Pty Ltd	Payment of multiple invoices	-15950.00
EFT52552	13/02/2020 Marble Bar General Trust	Ice for Remembrance Day Event at Marble Bar Primary School	-45.00
EFT52553	13/02/2020 Moore Stephens	LJFBT Tax Workshop	-770.00
EFT52554	13/02/2020 NEWMAN CLEANING RESOURCES P/L	Payment of multiple invoices	-69964.66
EFT52555	13/02/2020 NEWMAN HOME HARDWARE & ICE PLUS	Payment of multiple invoices	-187.27
EFT52556	13/02/2020 NEWMAN RETRAVISION	Phone Case - iPhone 6S	-123.95
EFT52557	13/02/2020 NEWMAN VISITORS CENTRE	Please supply the following: x2 nights accommodation -	-350.00
EFT52558	13/02/2020 OFFICEWORKS BUSINESS DIRECT	Payment of multiple invoices	-2086.76
EFT52559	13/02/2020 Oasis Newman Operations Pty Ltd	Please supply the following: x1 nights accommodation	-410.00
EFT52560	13/02/2020 PARDOO ROADHOUSE & TAVERN	Payment of multiple invoices	-239.80

**SHIRE OF EAST PILBARA
ORDINARY COUNCIL MEETING MINUTES**

27 MARCH 2020

EFT52561	13/02/2020 PAYWISE PTY LTD	Salary Sacrifice - PPE 09/02/20	-859.48
EFT52562	13/02/2020 PILBARA BOATS N BIKES	Supply 2 x Honda Brush Cutters with aluminium cutting heads	-1658.00
EFT52563	13/02/2020 Parnawarri IGA	Payment of multiple invoices	-257.47
EFT52564	13/02/2020 Phoebe Jones	2x Thursday 1x Monday - Schhol Holiday GF Jan	-350.00
EFT52565	13/02/2020 Pitipan Sutiwan	Power subsidy reimbursement - 13/10/19 to 12/12/19	-288.74
EFT52566	13/02/2020 RENTOKIL INITIAL GROUP	Sharps & Sanitary Disposal - Feb 2020 - Newmn Airport	-1990.58
EFT52568	13/02/2020 Roo's Plumbing	Payment of multiple invoices	-2236.30
EFT52569	13/02/2020 SCOPE BUSINESS IMAGING	Payment of multiple invoices	-1744.51
EFT52570	13/02/2020 SONIC HEALTHPLUS PTY LTD	Payment of multiple invoices	-583.00
EFT52571	13/02/2020 Scanlan Survey's Pty Ltd	Payment for services	-4770.70
EFT52572	13/02/2020 T-QUIP	Parts for mower quote number 9808#5 Please send with TnT transport account 20010621.	-806.50
EFT52573	13/02/2020 TECHNOLOGY ONE LIMITED	Intramaps Subscription fee 01/02/2020 - 31/01/2021	-9482.00
EFT52574	13/02/2020 TENDERLINK	Payment of multiple invoices	-345.40
EFT52575	13/02/2020 THE ORS GROUP	Payment of multiple invoices	-1828.75
EFT52576	13/02/2020 TOTAL ELECTRICAL COMMUNICATION SERVICES (TEC Services)	Please attend the radio transportable hut in Nullagine Inspect the existing transmission equipment and prepare and present report and costing requirements to bring the equipment up to date. Please send the report to Warren Barker at the Shire of East Pilbara, Phone 9175 8000 Email cbs@eastpilbara.wa.gov.au	-1100.00
EFT52577	13/02/2020 TYREPOWER NEWMAN	Payment of multiple invoices	-769.00
EFT52578	13/02/2020 The Workwear Group Pty Ltd	Payment of multiple invoices	-1181.80
EFT52579	13/02/2020 Trility Solutions Pty Ltd	Chlorination Servicing at the Capricorn oval and East Newman based irrigation pump houses, twice a year.	-3894.11
EFT52580	13/02/2020 VORGE	Swim Shop Products	-2014.10
EFT52581	13/02/2020 WATERCHOICE (AUST) PTY LTD	Payment of multiple invoices	-325.00
EFT52582	13/02/2020 WATERLOGIC AUSTRALIA PTY LTD	Equipment hire - Feb 2020	-79.66
EFT52583	13/02/2020 WIDEGLIDE CONSTRUCTIONS	Payment of multiple invoices	-4251.50
EFT52584	13/02/2020 Woolworths (WA) Ltd	Payment of multiple invoices	-2055.61
EFT52585	18/02/2020 NANCY CHAPMAN	Artist Payment - Ref # 6249 - Payment to Damien Miller	-4000.00
EFT52586	20/02/2020 BIDDY BUNAWARRIE	Artist Payment - Ref # 6302	-124.00
EFT52587	20/02/2020 BILLY ATKINS	Artist Payment - Ref # 6313	-200.00
EFT52588	20/02/2020 BUGAI WHYOUTLER	Artist Payment - Ref # 6311	-1000.00
EFT52589	20/02/2020 CAROL WILLIAMS	Artist Payment - Ref # 6305	-108.75

EFT52590	20/02/2020 CORBAN CLAUSE WILLIAMS	Artist Payment - Ref # 6301	-224.40
EFT52591	20/02/2020 DOREEN CHAPMAN	Artist Payment - Ref # 6309	-31.00
EFT52592	20/02/2020 Derrick Butt	Artist Payment - Ref # 6304	-1000.00
EFT52593	20/02/2020 Elstreia Hale	Artist Payment - Ref # 6307	-428.00
EFT52594	20/02/2020 JAKAYU BILJABU	Artist Payment - Ref # 6308	-300.00
EFT52595	20/02/2020 JUDITH ANYA SAMSON	Artist Payment - Ref # 6306	-137.50
EFT52596	20/02/2020 KUMPAYA GIRGIRBA	Artist Payment - Ref # 6312	-300.00
EFT52597	20/02/2020 MULYATINGKI MARNEY	Artist Payment - Ref # 6310	-300.00
EFT52598	20/02/2020 Muuki Taylor	Artist Payment - Ref # 6319	-684.25
EFT52599	20/02/2020 HORIZON POWER	Payment of multiple invoices	-6731.33
EFT52600	20/02/2020 Department of Housing	Rent - PPE 09.02.20	-200.00
EFT52601	20/02/2020 TELSTRA	Phone Charges - 11/02/20 to 10/03/20	-20870.79
EFT52602	20/02/2020 ALL-RID PEST MANAGEMENT	Payment of multiple invoices	-2123.00
EFT52603	20/02/2020 AMY MUKHERJEE	Caltex - Diesel for field car	-125.14
EFT52604	20/02/2020 ANTHONY COLEMAN	Long Service Awards - 5 years	-500.00
EFT52605	20/02/2020 ARTHUR GODFREY	Long Service Award - 5 Years	-500.00
EFT52606	20/02/2020 AUSCO MODULAR	Supply engineered plans for 6x3 office unit - including structural certification, built plans, tie down details and energy efficiency plans.	-1210.00
EFT52607	20/02/2020 AUSTRALIAN TAXATION OFFICE (BAS)	January 2020 BAS payment and interest from previous payment	-44114.09
EFT52609	20/02/2020 Angel Holdings WA T/A PORTWORKS	Supply Rotator Sprinkler Heads. Supply and fit new sprinklers to RSL Park and Civic Centre Lawn	-11312.55
EFT52610	20/02/2020 Australian Taxation Office (PAYG)	PAYG - PPE 26/01/20 & 09/02/20	-182477.95
EFT52611	20/02/2020 BEACON EQUIPMENT	Supply parts as per order	-3163.20
EFT52612	20/02/2020 BHP BILLITON IRON ORE PTY LTD	Payment of multiple invoices	-14394.73
EFT52613	20/02/2020 BRIDGETOWN DESIGN AND PRINT	Payment of multiple invoices	-852.50
EFT52614	20/02/2020 Bagmasters Australia	Postage and Handling	-104.64
EFT52615	20/02/2020 Blackwoods	Payment of multiple invoices	-1070.00
EFT52616	20/02/2020 Brent Stein	Data Allowance Reimbursement - 11/01/20 to 10/02/20	-227.48
EFT52617	20/02/2020 CHILD SUPPORT AGENCY	Payroll deductions	-883.47
EFT52618	20/02/2020 CUSTOMER FIRST CONTRACTING PTY LTD	Payment of multiple invoices	-1020.03
EFT52619	20/02/2020 Corporate Travel Management Group Pty Ltd	Payment of multiple invoices	-1752.63
EFT52620	20/02/2020 DAVID RANDALL	Power subsidy reimbursement - 10/10/19 to 10/12/19	-551.73
EFT52621	20/02/2020 DESIGNA AUSTRALIA PTY LTD	Provision of Comprehensive Car Park Maintenance Services - Feb 2020	-6457.10

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EFT52622	20/02/2020 Dawn Ronchi	Long Service Awards - 20 Years	-2000.00
EFT52623	20/02/2020 Dunning	Payment of multiple invoices	-66.00
EFT52624	20/02/2020 Finmec - t/a Earthmoving Maintenance Solutions (EMS)	Payment of multiple invoices	-8391.80
EFT52625	20/02/2020 GALVINS PLUMBING SUPPLIES	Payment of multiple invoices	-5441.61
EFT52626	20/02/2020 GARY EDWARDS PLUMBING & GAS	Greenhouse - Water Corporation has issued the shire with some very large water invoices Please inspect the property for water leaks and check the reticulation for any water leaks	-143.00
EFT52627	20/02/2020 GYM CARE	Screen Console for Rower (Marble Bar)	-360.25
EFT52628	20/02/2020 Gold Touch Detailing	Payment of multiple invoices	-870.00
EFT52629	20/02/2020 HAN-MARI ROETS	Reimbursement for advertising of Coordinator Rec Services position	-433.92
EFT52630	20/02/2020 HAYS SPECIALIST RECRUITMENT	Consultant fees	-4879.97
EFT52631	20/02/2020 INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA	IPWEA State Conference - March 12/13 2020 Fremantle	-1100.00
EFT52632	20/02/2020 Ixom Operations Pty Ltd	Payment of multiple invoices	-4272.07
EFT52633	20/02/2020 JOANNE ALCOCK	Refund for cancelled yoga classes	-90.00
EFT52634	20/02/2020 Juanita Morrison	Refund for cancelled yoga classes	-90.00
EFT52635	20/02/2020 KYLIE BERGMANN	Reimbursement of express postage - Transfer of land documents for purchase of properties in Newman	-11.80
EFT52636	20/02/2020 Kaitlyn Berry	multiple reimbursements	-227.00
EFT52637	20/02/2020 MAJOR MOTORS PTY LTD	Supply 1 x Left Headlamp Assembly to suit Mitsubishi Canter Vin JLFECX1GOKJ20001 9/14	-227.83
EFT52638	20/02/2020 MARTUMILI 1 - LOAD & GO	reconciliation payment	-712.05
EFT52639	20/02/2020 MARTUMILI 2 - LOAD & GO	reconciliation payment	-89.05
EFT52640	20/02/2020 MARTUMILI 4 - LOAD N GO CARD	reconciliation payment	-164.52
EFT52641	20/02/2020 MCLEODS BARRISTERS & SOLICITORS	Please engage MSS Group to undertake an inspection and reporting of the Newman Airport Runway as a result of the Qantas incident under legal professional provelidge and all other legal advice relating to the incident	-1580.60
EFT52642	20/02/2020 MT NEWMAN FURNITURE & BEDDING	Payment of multiple invoices	-2433.00
EFT52643	20/02/2020 Marble Bar Electrical Service Pty Ltd	Payment of multiple invoices	-889.13
EFT52644	20/02/2020 Mark Patrick Morressey	Refund for remaining membership as leaving town	-63.57
EFT52645	20/02/2020 Moore Stephens	Payment of multiple invoices	-4257.00

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EFT52646	20/02/2020 Mridula Maharaj	Reimbursement for altering of workwear for OHS reasons	-114.84
EFT52647	20/02/2020 NEWMAN CLEANING RESOURCES P/L	Payment of multiple invoices	-2464.00
EFT52648	20/02/2020 NEWMAN HOME HARDWARE & ICE PLUS	Payment of multiple invoices	-275.15
EFT52649	20/02/2020 NEWMAN HOTEL MOTEL	Payment of multiple invoices	-1039.50
EFT52650	20/02/2020 NEWMAN MOTORCYCLE CLUB	Delivery of Australia Day Ceremony Breakfast on Sunday 26 Jan 2020.	-400.00
EFT52651	20/02/2020 NEWMAN VOLUNTEER FIRE AND RESCUE SERVICES	Contribution for service of Santa Claus and his big red truck at Lighting of Christmas Tree on 1 December 2019.	-300.00
EFT52652	20/02/2020 NORTHSTAR ASSET	Payment of multiple invoices	-2145.00
EFT52653	20/02/2020 Nor-West Freight Services Pty Ltd	Freight charges - Beacon equipment to Marble Bar Depot	-332.20
EFT52654	20/02/2020 OFFICEWORKS BUSINESS DIRECT	Payment of multiple invoices	-1307.02
EFT52655	20/02/2020 PILBARA MOTOR GROUP	Payment of multiple invoices	-295.30
EFT52656	20/02/2020 Pauls Any Job & Icecream	Payment of multiple invoices	-2310.50
EFT52657	20/02/2020 Pilbara Food Services	kiosk food	-167.99
EFT52658	20/02/2020 Questamon Training Services	Understanding Building & Construction Tenders & Contracts Part One - Full Course Fee	-1395.00
EFT52659	20/02/2020 RAPID ACTION FIREWORKS	Australia Day 10 minute Fireworks Display on Goanna Oval 26 January 2020 @8:00pm	-9900.00
EFT52660	20/02/2020 RSR Signage Pty Ltd T/A Signarama	As per quote # 40502 Various printed signage for Newman Landfill. Including Delivery to Shire of East Pilbara Newman Depot, Cnr Welsh and Woodstock Street Newman	-3093.99
EFT52661	20/02/2020 Ready Chef Go Pty Ltd	Payment of multiple invoices	-1309.00
EFT52662	20/02/2020 SABAH DUBAKH	Long Service Award - 5 Years	-500.00
EFT52663	20/02/2020 SONIC HEALTHPLUS PTY LTD	Payment of multiple invoices	-2465.10
EFT52664	20/02/2020 Steve Dhu	Power subsidy reimbursement - 15/11/19 to 14/01/20	-498.34
EFT52665	20/02/2020 TIM SAUNDERS	Reimbursement for taxi fare	-41.27
EFT52666	20/02/2020 TOLL EXPRESS	Payment of multiple invoices	-912.07
EFT52667	20/02/2020 The Workwear Group Pty Ltd	Payment of multiple invoices	-49.60
EFT52668	20/02/2020 ULTI MECH	Payment of multiple invoices	-516.59
EFT52669	20/02/2020 Veritas Engineering Pty Ltd	Payment of multiple invoices	-514.80
EFT52670	20/02/2020 WA TREASURY CORPORATION	Capital Payment	-61183.96

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EFT52671	20/02/2020 WASE Timing	Hire of timing chips for 2019 Triathlon - Refer to PO 30978 - 54 chips @ \$3 each	-178.20
EFT52672	20/02/2020 WATER CORPORATION	Payment of multiple invoices	-7516.68
EFT52673	20/02/2020 WIDEGlide CONSTRUCTIONS	Payment of multiple invoices	-1734.70
EFT52674	20/02/2020 WILSONS SIGN SOLUTIONS	Supply honour board updates	-427.90
EFT52675	20/02/2020 Wilson Parking Australia 1992 Pty Ltd	Please Provide Car Park Monitoring Services as per RFT 09 2016/17 - Jan 2020	-1650.00
EFT52676	20/02/2020 Woolworths (WA) Ltd	Payment of multiple invoices	-674.78
EFT52677	20/02/2020 Youngs Earthmoving	Payment of multiple invoices	-274818.50
EFT52678	20/02/2020 TNT Australia Pty Limited	freight charges	-254.55
EFT52679	13/02/2020 Hopgood Ganim Lawyers	Purchase of properties	-867160.77
EFT52680	27/02/2020 MARIANNE BURTON	Artist Payment - Ref # 6328 - Payment to savings account	-246.40
EFT52681	27/02/2020 AMY FRENCH	Artist Payment - Ref # 6332	-550.00
EFT52682	27/02/2020 BIANCA SIMPSON	Artist Payment - Ref # 6350 - Fee for attending Wangka Lamap Kujunka Meeting	-50.00
EFT52683	27/02/2020 BIDDY BUNAWARRIE	Artist Payment - Ref # 6321	-644.00
EFT52684	27/02/2020 BILLY ATKINS	Artist Payment - Ref # 6336	-200.00
EFT52685	27/02/2020 BUGAI WHYOLTER	Artist Payment - Ref # 6335	-1000.00
EFT52686	27/02/2020 Brianna Booth	Artist Payment - Ref # 6329	-60.00
EFT52687	27/02/2020 CHRISTINE THOMAS	Artist Payment - Ref # 6365	-199.50
EFT52688	27/02/2020 CORBAN CLAUSE WILLIAMS	Artist Payment - Ref # 6322	-393.00
EFT52689	27/02/2020 Clifford Brooks	Artist Payment - Ref # 6320	-352.00
EFT52690	27/02/2020 Diana French	Artist Payment - Ref # 6368 - Fee for attending Wangka Lampa Kujunka	-50.00
EFT52691	27/02/2020 GLADYS BIDU	Artist Payment - Ref # 6346 - Fee for attending Wangka Lampa Kujunka Meeting	-50.00
EFT52692	27/02/2020 HELEN DALE SAMSON	Artist Payment - Ref # 6324	-327.38
EFT52693	27/02/2020 JAKAYU BILJABU	Artist Payment - Ref # 6327 - To be paid to Gladys Bidu's account	-400.00
EFT52694	27/02/2020 JASON TINKER	Artist Payment - Ref # 6330	-1311.75
EFT52695	27/02/2020 JUDITH ANYA SAMSON	Artist Payment - Ref # 6325	-200.00
EFT52696	27/02/2020 JULIA BURTON	Artist Payment - Ref # 6323	-431.90
EFT52697	27/02/2020 KUMPAYA GIRGIRBA	Artist Payment - Ref # 6348 - Fee fr attending Vivid Sydney	-377.08
EFT52698	27/02/2020 LILY JATARR LONG	Artist Payment - Ref # 6344 - Fee for attending Wangka Lampa	-50.00
EFT52699	27/02/2020 MARIANNE BURTON	Artist Payment - Ref # 6347 - Fee for attending Wangka Lampa	-50.00
EFT52700	27/02/2020 MULYATINGKI MARNEY	Artist Payment - Ref # 6337	-300.00

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EFT52701	27/02/2020	THELMA JUDSON	Artist Payment - Ref # 6349 - Fee for attending Vivid Sydney	-250.00
EFT52702	27/02/2020	VIOLET JANET ATKINS	Artist Payment - Ref # 6326 -	-350.00
EFT52703	27/02/2020	HORIZON POWER	Payment of multiple invoices	-3039.48
EFT52704	27/02/2020	Pivotel Satellite Pty Ltd	Satellite phone fees and charges - Feb 2020	-20.00
EFT52705	27/02/2020	ADVAM PTY LTD	Provide Credit Card Payment Processing Services for car park	-469.76
EFT52706	27/02/2020	AIT SPECIALISTS PTY LTD	Fuel tax Credits - 2019/2020 - Dec 19	-722.81
EFT52707	27/02/2020	ALL-RID PEST MANAGEMENT	Payment of multiple invoices	-514.40
EFT52708	27/02/2020	ALLIED PICKFORDS (SIRVA PTY LTD)	Relocation expenses	-2464.00
EFT52709	27/02/2020	AMY MUKHERJEE	ower subsidy reimbursement - 12/12/19 to 02/02/20	-71.24
EFT52710	27/02/2020	APPARATUS: Public Art and Cultural Services Pty Ltd	Payment of multiple invoices	-3648.97
EFT52712	27/02/2020	Anna Spencer	Power subsidy reimbursement - 12/12/19 to 02/02/20	-235.77
EFT52713	27/02/2020	BATTERY SALES AND SERVICE	Supply 4 x Batteries to suit 79 Series LC Supply 2 x Super Charge Batteries MF95D31R	-990.00
EFT52714	27/02/2020	BEACON EQUIPMENT	Supply various service/wear parts as per attached list	-3615.70
EFT52715	27/02/2020	BEAUREPAIRES PORT HEDLAND	Supply 1 x carton of tyre equal balancing powder	-430.50
EFT52716	27/02/2020	BHAVESH MODI	Power subsidy reimbursement - 12/12/19 to 17/01/20	-96.43
EFT52717	27/02/2020	BHP BILLITON IRON ORE PTY LTD	Payment of multiple invoices	-154771.25
EFT52718	27/02/2020	BRIDGETOWN DESIGN AND PRINT	Creation of Library Logo	-165.00
EFT52719	27/02/2020	BUCHER MUNICIPAL PTY LTD	Supply 1 x Black Mud Guard and Flap to suit UR6 Rear Loader for 2015 Fuso Canter	-233.17
EFT52720	27/02/2020	Blackwoods	Payment of multiple invoices	-251.51
EFT52721	27/02/2020	Brent Stein	Power subsidy reimbursement - 14/12/19 to 05/02/20	-812.49
EFT52722	27/02/2020	Bwalya Chilufa	Power consumption charges - 12/12/19 to 02/02/20	-260.24
EFT52723	27/02/2020	CHAPMAN & BAILEY	Payment of multiple invoices	-541.42
EFT52724	27/02/2020	CONRAD SHORT	Power subsidy reimbursement - 12/12/19 to 04/02/20	-1579.77
EFT52725	27/02/2020	CONWAY HIGHBURY PTY LTD	Review of Local Laws	-1848.00
EFT52726	27/02/2020	CUSTOMER FIRST CONTRACTING PTY LTD	Payment of multiple invoices	-23261.74
EFT52727	27/02/2020	Colin Derrell	Long Service Awards - 15 years	-1500.00
EFT52728	27/02/2020	Corporate Travel Management Group Pty Ltd	Payment of multiple invoices	-1695.72
EFT52729	27/02/2020	Curtis Taylor	purchase of sculpture from In Cahoots exhibition into MMA permanent collection	-1800.00
EFT52730	27/02/2020	DAVID RANDALL	Power subsidy reimbursement - 11/12/19 to 11/02/20	-1143.81
EFT52731	27/02/2020	Darryl Wayne Ball	Power subsidy reimbursement - 11/12/19 to 10/02/20	-474.82
EFT52732	27/02/2020	Department of Finance	50% of the pool restoration works and associated BMW fees	-3080.00

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EFT52733	27/02/2020 EDMORE MASAKA	Power subsidy reimbursement - 14/12/19 tp 23/12/19	-24.17
EFT52734	27/02/2020 ENVIRONMENTAL INDUSTRIES	Payment of multiple invoices	-3339.60
EFT52735	27/02/2020 FULTON HOGAN INDUSTRIES PTY LTD - Seal Coating Unit	Friction Testing Newman Airport	-5830.00
EFT52736	27/02/2020 Fuji Xerox Australia Pty Ltd	Payment of multiple invoices	-4239.71
EFT52737	27/02/2020 GALVINS PLUMBING SUPPLIES	Payment of multiple invoices	-208.04
EFT52738	27/02/2020 GARY EDWARDS PLUMBING & GAS	Payment of multiple invoices	-1124.75
EFT52739	27/02/2020 HARRIS TECHNOLOGY	Purchase order for Two Philips 32 328B6QJEB LED Monitors"	-960.00
EFT52740	27/02/2020 HAYS SPECIALIST RECRUITMENT	Consultant fees	-4705.67
EFT52741	27/02/2020 IRIS Consulting	Training Records Management - Key word Classification - Records Disposal - Developing & Impementing & Monitoring	-1590.00
EFT52742	27/02/2020 IRONCLAD HOTEL	Rural Gym Vists - Dinner	-73.00
EFT52743	27/02/2020 KYLIE BERGMANN	Reimbursement for enrolment in College of Law Clinical Legal Education Module	-730.00
EFT52744	27/02/2020 Kevan Sercombe	Power subsidy reimbursement - 13/12/19 to 04/02/20	-451.08
EFT52745	27/02/2020 LEIGH DAVID MULHOLLAND	Power Subsidy reimbursement - 12/12/19 to 03/02/20	-1165.89
EFT52746	27/02/2020 LIGHTBASE PTY LTD	Return of retention monied for RFT 03-2018/19 - TC2018612	-14750.00
EFT52747	27/02/2020 LISA DAVIS	Power subsidy reimbursement - 14/12/19 to 05/02/20	-1435.46
EFT52748	27/02/2020 LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Finance Professionals Conference -	-1460.00
EFT52749	27/02/2020 Lindon Mellor	Power subsidy reimbursement - 13/12/19 to 04/02/20	-537.08
EFT52750	27/02/2020 Lisa Clack	Power subsidy reimbursement - 12/12/19 to 04/02/20	-1331.33
EFT52751	27/02/2020 Lisa Hall (Bliss Yoga Mumma)	2x Tuesday 2x Saturday - School Holidays GF Jan	-450.00
EFT52752	27/02/2020 MARBLE BAR TRAVELLERS REST	Payment of multiple invoices	-644.00
EFT52753	27/02/2020 MARTUMILI 1 - LOAD & GO	reconciliation payment	-90.81
EFT52754	27/02/2020 MARTUMILI 5 - LOAD N GO	reconciliation payment	-492.23
EFT52755	27/02/2020 MCLEODS BARRISTERS & SOLICITORS	Please provide legal advice and letter	-758.91
EFT52756	27/02/2020 MICHAEL TIMOTHY KITCHIN	Leaving gift - retirement from Council	-400.00
EFT52757	27/02/2020 MSS SECURITY PTY LTD	Payment of multiple invoices	-316301.01
EFT52758	27/02/2020 MT NEWMAN FURNITURE & BEDDING	Payment of multiple invoices	-6369.00
EFT52759	27/02/2020 Marble Bar Electrical Service Pty Ltd	Payment of multiple invoices	-10424.81
EFT52760	27/02/2020 Marble Bar General Trust	Supply 1 x Directional Shower Head	-34.50
EFT52761	27/02/2020 Marble Bar Tourist Association	July 2019 to Sept 2019 funding	-7500.00
EFT52762	27/02/2020 Mark Dhu	Long Service Awards - 10 years	-1000.00

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EFT52763	27/02/2020 Mark Keogh (4x4 Training)	4X4 Training - February 21 2020	-495.00
EFT52764	27/02/2020 Michael Zion	Power subsidy reimbursement - 13/12/19 to 04/02/20	-147.81
EFT52765	27/02/2020 Minuteman Press Perth	2 x banners for Christmas Sale promotion	-104.50
EFT52766	27/02/2020 NEWMAN HOME HARDWARE & ICE PLUS	Payment of multiple invoices	-1864.84
EFT52767	27/02/2020 NEWMAN HOTEL MOTEL	Payment of multiple invoices	-2592.10
EFT52768	27/02/2020 NEWMAN RETRAVISION	LG 7.5kg Washing machine	-1052.95
EFT52769	27/02/2020 NEWMAN VISITORS CENTRE	Shire Funding for Newman Visitors Centre 3rd Quaterd	-24850.00
EFT52770	27/02/2020 NICOLA CLAIRE PEARCE-MORRESEY	Reimbursement for membership cancellation due to leaving Newman	-268.49
EFT52771	27/02/2020 Newman Mainstreet Project T/A Red Desert Events	Delivery of Welcome To Newman Market Stalls 2 November 2019.	-500.00
EFT52772	27/02/2020 North Regional Tafe	Power consumption charges - 09/10/19 to 11/12/19	-1604.90
EFT52773	27/02/2020 PACIFIC BIOLOGICS	Mosquito Treatment NWWTP Wetland - Vectolex WG Product 500g x 96 Containers	-5340.15
EFT52774	27/02/2020 PAYWISE PTY LTD	Salary Sacrifice - PPE 09/02/20	-859.47
EFT52775	27/02/2020 PILBARA META MAYA	Power consumption charges - 25/11/19 to 28/01/20	-9.48
EFT52776	27/02/2020 PILBARA MOTOR GROUP	service of Martumili bus and window repair	-797.69
EFT52777	27/02/2020 Parnawarri IGA	Payment of multiple invoices	-225.00
EFT52778	27/02/2020 Petro Industrial	iPETROCLOUD-Pro annual subscription	-1089.00
EFT52779	27/02/2020 Pilbara Food Services	Ice Cream Cones Natural	-55.37
EFT52780	27/02/2020 REDBOOK	Annual Automotive Data Service Subscription (Red Book) April 20 - March 21	-1265.00
EFT52781	27/02/2020 RESEARCH SOLUTIONS	Deliver as per accepted tender for RFT 2-2017/18: Produce the Shire's Strategic Community Plan and conduct Community Satisfaction Surveys in 2017, 2018 and 2019.	-14500.75
EFT52782	27/02/2020 ROBERT WEIR	Power subsidy reimbursement - 14/12/19 to 05/02/20	-1190.68
EFT52783	27/02/2020 RODNEY CRAIG BRUCE	Long Service Awards - 5 years	-500.00
EFT52784	27/02/2020 ROYAL LIFE SAVING SOCIETY AUSTRALIA	Labour Hire	-14010.00
EFT52785	27/02/2020 Robin Austen	Power subsidy reimbursement - 12/12/19 to 04/02/20	-1031.68
EFT52786	27/02/2020 SABAH DUBAKH	Power Subsidy reimbursement - 14/12/19 to 05/02/20	-107.22
EFT52787	27/02/2020 SHERIDANS FOR BADGES	Name badge order - FEB2020 as per attached document	-1416.53
EFT52788	27/02/2020 SIRENCO	Supply and deliver 1xWhelen Centurion stud mount minibar vehicle roof top hazard light.	-748.00
EFT52789	27/02/2020 SONIC HEALTHPLUS PTY LTD	Payment of multiple invoices	-1409.65

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EFT52790	27/02/2020 ST JOHN AMBULANCE AUSTRALIA WA (NEWMAN)	Provide CPR training -	-105.25
EFT52791	27/02/2020 STEPHEN AGETT	Power consumption subsidy - 14/12/19 to 05/02/20	-1166.60
EFT52792	27/02/2020 SWAN TOWING	Payment of multiple invoices	-352.00
EFT52793	27/02/2020 Seasons Hotel - Jerry (Business) CT Pty Ltd aft Newman Hotel (Business) Trust	Payment of multiple invoices	-536.50
EFT52794	27/02/2020 Sian Appleton	Power consumption charges - 12/12/19 to 04/02/20	-1132.88
EFT52795	27/02/2020 TECHBRAIN	Payment of multiple invoices	-8659.75
EFT52796	27/02/2020 TENDERLINK	Payment of multiple invoices	-345.40
EFT52797	27/02/2020 TNT Australia Pty Limited	freight charges	-18.67
EFT52798	27/02/2020 TYREPOWER NEWMAN	Payment of multiple invoices	-1038.00
EFT52799	27/02/2020 The Workwear Group Pty Ltd	Payment of multiple invoices	-790.18
EFT52800	27/02/2020 WA TREASURY CORPORATION	Capital Payment	-94766.76
EFT52801	27/02/2020 WIDEGlide CONSTRUCTIONS	Payment of multiple invoices	-40441.50
EFT52802	27/02/2020 Woolworths (WA) Ltd	Payment of multiple invoices	-1395.30
EFT52803	27/02/2020 Zaid Abu Rahma	Power subsidy reimbursement - 13/12/19 to 04/02/20	-678.21
EFT52804	04/03/2020 Adrienne Mortimer	Councillor Sitting Fees - 3rd quarter FY19/20	-4315.25
EFT52805	04/03/2020 Anita Marlene Grace	Councillor sitting fees - 3rd quarter FY 19/20	-4315.25
EFT52806	04/03/2020 Anthony Middleton	Councillor Sitting Fees - 3rd quarter FY 19/20	-4315.25
EFT52807	04/03/2020 CAROL WILLIAMS	Councillor Sitting Fees - 3rd Quarter FY19/20	-4315.25
EFT52808	04/03/2020 DEAN HATWELL	Councillor sitting fees - 3rd quarter fy 19/20	-4315.25
EFT52809	04/03/2020 GERALDINE PARSONS	Councillors Sitting Fee - 3rd quarter FY 19/20	-7092.75
EFT52810	04/03/2020 Holly Fleming	Councillor Sitting Fees - 3rd quarter FY19/20	-4315.25
EFT52811	04/03/2020 KAREN LOCKYER	Councillor Sitting Fees - 3rd Quarter FY19/20	-4315.25
EFT52812	04/03/2020 LYNETTE SUZANNE CRAIGIE	President Fees - 3rd quarter FY19/20	-17064.00
EFT52813	04/03/2020 Lang Tree Eric Coppin	Councillors Sitting Fees - 3rd quarter FY 19/20	-4315.25
EFT52814	04/03/2020 Stacey Smith	Councillor Sitting Fees - 3rd Quarter FY19/20	-4315.25
EFT52815	04/03/2020 BILLY ATKINS	Artist Payment - Ref # 6380	-200.00
EFT52816	04/03/2020 BUGAI WHYOUTLER	Artist Payment - Ref # 6379	-1000.00
EFT52817	04/03/2020 CORBAN CLAUSE WILLIAMS	Artist Payment - Ref # 6372	-300.00
EFT52818	04/03/2020 CYRIL WHYOUTLER	Artist Payment - Ref # 6370	-2079.00
EFT52819	04/03/2020 Chelsea Brooks	Artist Payment - Ref # 6371	-79.95
EFT52820	04/03/2020 Derrick Butt	Artist Payment - Ref # 6375	-700.00
EFT52821	04/03/2020 JAKAYU BILJABU	Artist Payment - Ref # 6385	-500.00
EFT52822	04/03/2020 JUDITH ANYA SAMSON	Artist Payment - Ref # 6377	-300.00
EFT52823	04/03/2020 KUMPAYA GIRGIRBA	Artist Payment - Ref # 6382	-300.00
EFT52824	04/03/2020 MARIANNE BURTON	Artist Payment - Ref # 6374	-246.40

EFT52825	04/03/2020 MIRIAM ATKINS	Artist Payment - Ref # 6378	-525.00
EFT52826	04/03/2020 MULYATINGKI MARNEY	Artist Payment - Ref # 6381	-300.00
EFT52827	04/03/2020 NATASHA WILLIAMS	Artist Payment - Ref # 6373	-1119.22
EFT52828	04/03/2020 NOLA TAYLOR	Artist Payment - Ref # 6376	-100.00
EFT52829	05/03/2020 Department of Housing	Rent - PPE 23/02/20	-200.00
EFT52830	05/03/2020 HOLCIM (AUSTRALIA) PTY LTD	50 Tonne Screen River Sand	-2215.31
EFT52832	05/03/2020 ANALYTICAL REFERENCE LABORATORY (WA)	Payment of multiple invoices	-1152.25
EFT52833	05/03/2020 ASHLEY JORDAN	Long Service Award - 5 years	-500.00
EFT52834	05/03/2020 AUVEX RESOURCES PTY LTD	Rates refund for assessment A702823 LOT E46/846 EXPLORATION LICENCE UNKNOWN	-307.81
EFT52835	05/03/2020 AVIAIR	Sponsorship contribution - Feb 2020	-23860.01
EFT52836	05/03/2020 Abby Holt	Reimbursement for excess luggage charge	-90.00
EFT52837	05/03/2020 Adelane Hawkins	reimbursement for items personally purchased	-158.00
EFT52838	05/03/2020 Adrienne Mortimer	multiple reimbursements	-1329.19
EFT52839	05/03/2020 Animal Care Equipment & Services Pty Ltd	Animal Management facility supplies - Cat Bolws, Litter trays, scratch bricks, Helping hand.	-411.35
EFT52840	05/03/2020 Australian Local Government Job Directory	Payment of multiple invoices	-1452.00
EFT52841	05/03/2020 Australian Taxation Office (PAYG)	PAYG PPE 23.02.20	-99685.29
EFT52842	05/03/2020 B K Hamilton	Rates refund for assessment A404680 UNIT 2 8 HILDITCH AVENUE	-2497.62
EFT52843	05/03/2020 BEN LEWIS	Telecommunications allowance - Jan/Feb 2020	-125.00
EFT52844	05/03/2020 BHP BILLITON IRON ORE PTY LTD	Payment of multiple invoices	-17642.15
EFT52845	05/03/2020 BRIDGETOWN DESIGN AND PRINT	Payment of multiple invoices	-302.50
EFT52846	05/03/2020 BUSHBANK NOMINEES PTY LTD	Rates refund for assessment A350122 LOT M46/00122 MINING LEASE BARTON	-106.70
EFT52847	05/03/2020 Blackwoods	Payment of multiple invoices	-1334.03
EFT52848	05/03/2020 Bruce Gilbert	Power Subsidy reimbursement - 13/12/19 to 04/02/20	-584.13
EFT52849	05/03/2020 CHAPMAN & BAILEY	Pine stretchers and Mark Chapman framing during Christmas sale, Newman	-1000.00
EFT52850	05/03/2020 CHILD SUPPORT AGENCY	Payroll deductions	-886.05
EFT52851	05/03/2020 CUSTOMER FIRST CONTRACTING PTY LTD	Payment of multiple invoices	-1537.63
EFT52852	05/03/2020 Carawine Resources Limited	Rates refund for assessment A703368 LOT E46/1041 EXPLORATION LICENCE UNKNOWN WA 6753	-516.75
EFT52853	05/03/2020 Centurion Transport Co Pty Ltd	freight costs	-61.91
EFT52854	05/03/2020 Corporate Travel Management Group Pty Ltd	Payment of multiple invoices	-576.46

**SHIRE OF EAST PILBARA
ORDINARY COUNCIL MEETING MINUTES**

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EFT52855	05/03/2020 DEAN HATWELL	Reimbursement for travel costs to attend OCM 28.02.20	-799.75
EFT52856	05/03/2020 Dunnings	Payment of multiple invoices	-11974.42
EFT52857	05/03/2020 EAST PILBARA BMX CLUB	Payment of multiple invoices	-1000.00
EFT52858	05/03/2020 ENVIRONMENTAL INDUSTRIES	Payment of multiple invoices	-34321.58
EFT52859	05/03/2020 GALJO PTY LTD T/A EAST PILBARA TYRE SERVICE	Servicing of Shire's Admin Pool Car	-132.00
EFT52860	05/03/2020 HAOMA MINING NL	Rates refund for assessment A702475 UNIT P45/2844 LOT P45/2844 PROSPECTING LEASE	-138.39
EFT52861	05/03/2020 HART SPORT	x4 Sets of Netball Bibs	-202.00
EFT52862	05/03/2020 HAYS SPECIALIST RECRUITMENT	Wages - Consultants	-1118.55
EFT52863	05/03/2020 JJ Ryan Consulting Pty Ltd	Supply of Master Plan for Newman Airport as per RFT 09-2018/19 documentation (refer to Contract TC2019642).	-5244.80
EFT52864	05/03/2020 Lang Tree Eric Coppin	Reimbursement for travel costs to attend OCM 28.02.20	-939.96
EFT52865	05/03/2020 Lisa George	reimbursement for multiple costs incurred	-308.25
EFT52866	05/03/2020 MARKETFORCE	Payment of multiple invoices	-611.01
EFT52867	05/03/2020 MSS SECURITY PTY LTD	Jan 2020 - Provide security screeners to operate the passenger and checked baggage screening points and provide Front of House security officers to operate kerbside and crowd control services at Newman Airport for the period 1 August 2019 to 30 June 2020.	-155194.40
EFT52868	05/03/2020 Marble Bar Electrical Service Pty Ltd	Payment of multiple invoices	-169.08
EFT52869	05/03/2020 NEWMAN HOME HARDWARE & ICE PLUS	Payment of multiple invoices	-1253.71
EFT52870	05/03/2020 NEWMAN SENIOR HIGH SCHOOL	Half share electrical - 13/08/19 to 14/10/19	-15195.39
EFT52871	05/03/2020 Nor-West Freight Services Pty Ltd	Payment of multiple invoices	-2125.20
EFT52872	05/03/2020 OFFICE LINE	Newman Administration Office New furniture for finance and procurement	-3257.10
EFT52873	05/03/2020 ONSITE RENTAL GROUP	Australia Day Celebrations: Fire Fighting Unit Pump Hire	-81.14
EFT52874	05/03/2020 Oasis Newman Operations Pty Ltd	meals and accommodation for 2 nights in newman	-380.00
EFT52875	05/03/2020 Parnawarri IGA	catering charges	-235.00
EFT52876	05/03/2020 Phoebe Jones	8x Weeks Meditation Program Term 1 2020	-1575.00
EFT52877	05/03/2020 RENTOKIL INITIAL GROUP	Sharps and Sanitary Collections - March 2020	-1990.58
EFT52878	05/03/2020 Raees Rasool	Power subsidy reimbursement - 13/12/19 to 09/02/20	-377.81
EFT52879	05/03/2020 Robert Harris t/a Event Training Australia	Payment of multiple invoices	-4316.40

**SHIRE OF EAST PILBARA
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EFT52880	05/03/2020 Robin Austen	Data Allowance reimbursement - 08/01/20 to 07/02/20	-124.00
EFT52881	05/03/2020 Roo's Plumbing	Payment of multiple invoices	-594.00
EFT52882	05/03/2020 SB Machinery Subway	catering charges	-160.00
EFT52883	05/03/2020 SOLAR POWER AUSTRALIA	Payment of multiple invoices	-5940.00
EFT52884	05/03/2020 Security and Key Distributors	Bilock cut keys BEH1455 (Grey)	-1714.98
EFT52885	05/03/2020 Sportspower Newman	Sports Power Gift Card for Friday Night Hive Questionnaires	-50.00
EFT52886	05/03/2020 Stacey Smith	Reimbursement for travel costs to attend OCM 28.02.20	-405.79
EFT52887	05/03/2020 TECHBRAIN	Payment of multiple invoices	-7120.69
EFT52888	05/03/2020 TNT Australia Pty Limited	Payment of multiple invoices	-10671.17
EFT52889	05/03/2020 TYREPOWER NEWMAN	Bash plates need new screws	-89.25
EFT52890	05/03/2020 The Workwear Group Pty Ltd	Payment of multiple invoices	-1282.40
EFT52891	05/03/2020 ULTI MECH	Payment of multiple invoices	-350.63
EFT52892	05/03/2020 WEERAYUT WONGSAK	Power subsidy reimbursement - 13/12/19 to 04/02/20	-420.65
EFT52893	05/03/2020 WIDEGLIDE CONSTRUCTIONS	Payment of multiple invoices	-6212.80
EFT52894	05/03/2020 Woolworths (WA) Ltd	Payment of multiple invoices	-1614.84
EFT52895	05/03/2020 ZURICH INSURANCE	Excess payment for PC0286	-500.00
SUB TOTAL			- \$3,587,069.68
TOTAL			- \$3,587,069.68

Appendix 4

Manual Cheque Payments

SHIRE OF EAST PILBARA

Manual Cheque Payments

Chq/EFT	Date	Name	Description	Amount
322	21/02/2020	KUMPAYA GIRGIRBA	Artist Payment - Cash cheque requested - Ref # 6281	-50.00
323	21/02/2020	NGAMARU BIDU	Artist Payment - Cash cheque requested - Ref # 6273	-50.00
324	21/02/2020	THELMA JUDSON	Artist Payment - Cash cheque requested - Ref # 6275	-50.00
325	27/02/2020	MAY BROOKS	Artist Payment - 6333 - Cash Cheque requested	-250.00
326	04/03/2020	JAKAYU BILJABU	Artist Payment - Ref # 6386 - Cash Cheque Requested	-150.00
TOTAL				-\$550.00

Appendix 5

Mastercard Payments

SHIRE OF EAST PILBARA
MasterCard Transactions 19/12/19 to 21/01/20

Card Holder	Card Number	Transaction Date	Narration	Debit	Credit
Oliver Shaer	5586 **** * 3908	31/12/2019	APPLE ONLINE AU SYDNEY NS	-934	
	5587 **** * 3908	23/12/2019	CALTEX NEWMAN NEWMAN	-133.37	
	5588 **** * 3908	19/12/2019	DOT - LICENSING NEWMAN	-33.5	
Ben Lewis	5586 **** * 3732	6/01/2020	SAI GLOBAL LIMITED NSW SYDNEY AU	-492.92	
Jeremy Edwards	5586 **** * 6818	10/01/2020	WANEWSDTI Osborne Park WA	-22.15	
	5586 **** * 6818	31/12/2019	CALTEX JOONDALUP JOONDALUP	-150	
	5586 **** * 6818	27/12/2019	PAYPAL *TERRYDUNNET 4029357733 AU	-721	
Sian Appleton	5586 **** * 4940	21/01/2020	FACEBK *S66PWQA4L2 fb.me/ads IR	-87.83	
	5586 **** * 4940	9/01/2020	WOOLWORTHS ONLINE 8843 BELLA VISTA	-462.57	
	5586 **** * 4940	9/01/2020	WOOLWORTHS ONLINE 8843 BELLA VISTA	-79.89	
	5586 **** * 4940	9/01/2020	ASIC SYDNEY NS	-19	
	5586 **** * 4940	9/01/2020	ASIC SYDNEY NS	-9	
	5586 **** * 4940	3/01/2020	WHENIWORK.COM 6513304482 MN45.00 USD	-64.34	
	5586 **** * 4940	20/12/2019	FACEBK *M9WHYQ64L2 fb.me/ads IR	-62.2	
Raees Rasool	5586 **** * 6081	23/12/2019	DWER - WATER PERTH	-680	
	5586 **** * 6081	20/12/2019	OFWKS ONLINE BENTLEIGH E 03 AU	-123.95	
	5586 **** * 6081	20/12/2019	Harvey Norman Online Homebush WestNS	-2294	
Lisa Clack	5586 **** * 1176	17/01/2020	NET WORLD SPORTS INTERNET GB	-2999.98	
	5587 **** * 1176	17/01/2020	FANTASTIC FURNITURE JOONDALUP WA	-2265	
	5588 **** * 1176	30/12/2019	ADOBE ID CREATIVE CLD 1800614863 IR	-45.99	
	5589 **** * 1176	20/12/2019	KARIJINI ECO RETREAT BYFORD WA	-1012	

SHIRE OF EAST PILBARA
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Lisa Edwards	5586 **** ** 6352	1/11/2019 OFFICEWORKS 0607	JOONDALUP AU	-58.15	
	5586 **** ** 6352	31/10/2019 OFFICEWORKS 0607	JOONDALUP AU	-14.83	
	5586 **** ** 6352	29/10/2019 OFFICEWORKS 0607	JOONDALUP AU	-7	
	5586 **** ** 6352	29/10/2019 OFFICEWORKS 0607	JOONDALUP AU	-100	
	5586 **** ** 6352	29/10/2019 OFFICEWORKS 0607	JOONDALUP AU	-100	
	5586 **** ** 6352	29/10/2019 OFFICEWORKS 0607	JOONDALUP AU	-100	
	5586 **** ** 6352	29/10/2019 OFFICEWORKS 0607	JOONDALUP AU	-100	
Billing Account	5586 **** ** 8665	21/01/2020 FOREIGN TRANSACTION FEE		-2.59	
	5586 **** ** 8665	17/01/2020 FOREIGN TRANSACTION FEE		-88.5	
	5586 **** ** 8665	7/01/2020 PERIODICAL PAYMENTS	06		11723.25
	5586 **** ** 8665	3/01/2020 FOREIGN TRANSACTION FEE		-1.9	
	5586 **** ** 8665	30/12/2019 FOREIGN TRANSACTION FEE		-1.36	
	5586 **** ** 8665	20/12/2019 FOREIGN TRANSACTION FEE		-1.83	
TOTAL				-\$13,268.85	\$11,723.25

10.2.4 MEMORANDUM OF UNDERSTANDING - KUNAWARRITJI COMMUNITY

Attachments: Appendix 1 – MOU Martumili and Kunawarritji
Responsible Officer: Ms Sian Appleton
Executive Manager Corporate Services
Author: Ms Carly Day
Manager Martumili Artists
Proposed Meeting Date: 27 March 2020
Location/Address: N/A
Name of Applicant: N/A
Author Disclosure of Interest: Nil

10:55am Cr Williams arrived in the Chambers

REPORT PURPOSE

For the Council to accept the terms of an MOU between Kunawarritji Aboriginal Corporation and the Shire of East Pilbara for the use of the Martumili Art shed in Kunawarritji.

BACKGROUND

Martumili has been working in Kunawarritji since 2006 at which time the community allocated use of a building specifically for Martumili. During this time, there has not been a formal agreement in place that clarifies the sole use of the building for Martumili and its satellite operations. Martumili is going through a process of developing MOU's with each of the Martu Communities where they work to clarify use of buildings and responsibilities.

COMMENTS/OPTIONS/DISCUSSIONS

The MOU is valid for five (5) years, commencing 1 July 2020 and expiring at close of business 30 June 2025.

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

1: Economic

A diverse and sustainable regional economy.

E1 Develop and promote a diverse and sustainable economy.

2: Social

Harmonious communities sharing strong community connections.

S2 Build a vibrant community.

S2.1 Facilitate community connectedness and inclusion

RISK MANAGEMENT CONSIDERATIONS

Nil

FINANCIAL IMPLICATIONS

Martumili agrees to provide financial support to KAC to the value of \$5,200 per annum (exclusive of GST) for the term of this MOU. This financial support is to be paid in 6 monthly instalments of \$2,600 (plus GST) at the end of each June and December by electronic funds transfer, upon presentation of a tax invoice.

This funding arrangement will be subject to an annual review on the anniversary of the execution of this MOU.

VOTING REQUIREMENTS

Absolute.

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/147

MOVED: Cr Geraldine Parsons

SECONDED: Cr Karen Lockyer

That Council approve the proposed MOU and endorse the affixing of the common seal.

CARRIED UNANIMOUSLY

To be actioned by Ms Carly Day, Manager Martumili Artists

Appendix 1

MOU Martumili and Kunawarritji



Kunawarritji
Aboriginal Corporation



THIS MEMORANDUM OF UNDERSTANDING & AGREEMENT

is dated the 27th of March 2020

BETWEEN

The Shire of East Pilbara trading as MARTUMILI ARTISTS
[ABN 47 854 334 350] Cnr Kalgan & Newman Drives, Newman WA 6753

AND

KUNAWARRITJI ABORIGINAL CORPORATION
[ABN 11 812 883 534] Kunawarritji Community, Well 33 Canning Stock Route, via Newman
WA 6753

1. Description of Collaborating Agencies:

Martumili Artists is a community art centre project of the Shire of East Pilbara based in Newman which represents the Martu traditional owners of the Great Sandy, Little Sandy and Gibson Deserts.

Kunawarritji Aboriginal Corporation is an incorporated, not-for-profit entity responsible for the management of the Martu Aboriginal community living in the Kunawarritji Aboriginal community located at Well 33.

2. Terms of this Memorandum:

The terms of this Memorandum of Understanding and Agreement ("MOU") as outlined below will be applicable pending the signing of this MOU on behalf of the full Council of the Shire of East Pilbara and the Office Bearers of the Kunawarritji Aboriginal Corporation.

For the purposes of this document the Shire of East Pilbara may be referred to as Martumili and the Kunawarritji Aboriginal Corporation may be referred to as KAC.

This MOU may only be amended by mutual agreement in writing between the parties.

This MOU will continue to remain in force until a new Memorandum of Understanding is signed or until either party serves the other party six months termination notice in writing.

This MOU only covers the particulars outlined within. Any further agreements or contracts between the two parties are to be dealt with separately to this agreement

3. Specifics:

This MOU is valid for five (5) years, commencing 1 July 2020 and expiring at close of business 30 June 2025.



Kunawarritji
Aboriginal Corporation



The payment contribution is \$5,200 per annum (exclusive of GST) for the term of this agreement and will be paid by Martumili to KAC as outlined in this MOU.

4. Purpose:

KAC and the Martumili hereby agree to work together to benefit the Kunawarritji community by maintaining and operating the building currently being used as the art shed on First St Kunawarritji (the "Buildings") as:

- i. a satellite art shed for Members of Martumili living in, or visiting Kunawarritji Community to create art; and
- ii. accommodation for Martumili staff, contractors and visitors.

5. Funding and Financial Responsibilities:

Martumili agrees to provide financial support to KAC to the value of \$5,200 per annum (exclusive of GST) for the term of this MOU. This financial support is to be paid in 6 monthly instalments of \$2600 (plus GST) at the end of each June and December by electronic funds transfer, upon presentation of a tax invoice.

This funding arrangement will be subject to an annual review on the anniversary of the execution of this MOU.

6. Reporting

To accomplish the purpose and objective set forth in the MOU, the parties will meet at least once per annum to discuss progress and reporting.

Each party will ensure that the other is informed and agreement reached on any plans that may impact on the terms of this MOU.

7. Agreed Operational Details of the Collaboration:

Martumili will:

- i. Have exclusive use of the Buildings for the period of this MOU;
- ii. Maintain the Buildings at its cost other than major structural repairs which will be the responsibility of KAC;
- iii. Undertake at its cost any renovations it considers necessary to fit out the buildings for use as an art shed and staff accommodation;
- iv. Report any major structural building maintenance issues to Community Coordinator
- v. Maintain public liability insurance to cover activities at the Buildings;
- vi. Ensure there is a set of keys to the Buildings which are held by an authorised representative in the Kunawarritji community and are available to enable access to the Buildings subject to terms of access granted by Martumili;



Kunawarritji
Aboriginal Corporation



- vii. Make the accommodation available, at its sole discretion, to visitors or contractors working at the school or for KAC, at times when it is not required for Martumili use and on terms (including payment) to be agreed.

KAC will:

- i. Maintain electricity and water connections to the Buildings and pay power and water bills; and
- ii. Undertake any major structural repairs required in order for the Buildings to be fit for occupancy.

8. Income

Any income generated through Martumili's operations and activities at the Buildings remains solely for the use of Martumili.

9. Operational Costs

Martumili is responsible for all of its operational costs and KAC takes no responsibility for any costs incurred by Martumili arising out of its use of the Buildings.

10. Dispute Resolution

Both parties will do their best to honour the terms and spirit of the agreement. However, the parties agree that any dispute arising during the course of this Agreement will be dealt with as follows:

- i. First, the party claiming that there is a dispute will send to the other a notice setting out the nature of the dispute;
- ii. Secondly, the parties will try to resolve the dispute by direct negotiation, including by referring the matter to persons who may have authority to intervene and direct some form of resolution
- iii. Thirdly, the parties have 10 business days from the sending of the notice to reach a resolution or to agree that the dispute will be submitted to mediation or some other form of alternative dispute resolution procedure; and
- iv. Lastly, if there is:
 - a. no resolution or agreement; or
 - b. there is a submission to mediation but there is no resolution within 15 business days of the submission, or such extended time as the parties may agree in writing before the expiration of the 15 business days;either party may terminate the agreement by one months' notice in writing.

11. Termination by Either Party

Either party may terminate this MOU by giving 6 months' notice in writing to the other party.



Kunawarritji
Aboriginal Corporation



12. Representatives

For the term of this MOU, each party may appoint one of its employees to act as its representative in relation to this MOU (each such employee being a "Representative").

The Representative of an appointing party will be responsible for:

- i. managing, overseeing or coordinating that party's relationship with the other party;
- ii. discussing issues arising out of this MOU with the Representative of the other party; and
- iii. Coordinating the exchange of information between the parties.

The initial Representatives that have been chosen by the parties are:

- a. for KAC: Leslie Dallas, Sushames, Community Coordinator, kunawarritji@bigpond.com 08) 91 769 040
- b. for Martumili: Carly Day, manager, MAO@eastpilbara.wa.gov.au 08) 9175 1020

Executed by the parties:

SIGNED for on behalf of KUNAWARRITJI ABORIGINAL CORPORATION

by its authorised Officer: in the presence of:

signature witness signature

print name print name

SIGNED for on behalf of the Shire of East Pilbara trading as MARTUMILI ARTISTS

by its authorised Officer: in the presence of:

signature witness signature

print name print name

10.3 EM COMMERCIAL SERVICES

10.3.1 WA STATE AVIATION STRATEGY

Attachments:	Appendix 1 – Feedback Comments
Responsible Officer:	Mr Ben Lewis Executive Manager Commercial Services
Author:	Mr Ben Lewis Executive Manager Commercial Services
Proposed Meeting Date:	27 March 2020
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

For Council to consider the WA Aviation Strategy and provide formal comment prior to the submission date.

BACKGROUND

As a result of the Parliamentary Inquiry into Regional Airfares in Western Australia in 2017, the report provided 13 recommendations to address the community concerns about the high cost of airfares in regional areas. The current government has committed to addressing the concerns regarding high regional airfares.

Part of this commitment was to set up a task force through the Department of Transport's aviation division to go out and meet with key state holders and community members.

In March 2019, the task force travelled the most affected areas of the state. With the Pilbara being the most critical region, the task force undertook workshops in the four Pilbara towns including Newman where presentations were given by the Department of Transport, Qantas, Virgin and the Shire of East Pilbara.

COMMENTS/OPTIONS/DISCUSSIONS

The WA Aviation Strategy 2020 (the Strategy) is a blueprint for advancing aviation in Western Australia and sets out a practical policy approach for the aviation industry in WA into the future. The draft strategy is currently out for review with comments due back by 31 March 2020.

The vision of the strategy for Western Australia is:

Western Australia has a comprehensive network of affordable air services and fit for purpose airport infrastructure that supports and promoted the State's economic and social development.

With this vision in mind strategy sets out four key goals which are:

1. Affordable Airfares

2. Connected Communities
3. Fit for Purpose Infrastructure
4. Informed and Future Ready

The Shire's vision for creating Newman as a regional hub which services industry very much aligns with what the state is moving towards.

The Newman Airport Master Plan currently being drafted will set up Newman Airport and the shire for decades to come and fully meet goals 3 and 4 of the strategy.

The funding submission and partnership for the upgrade of Marble Bar airstrip meets the objective of goal 2 and with our existing agreement with Qantas for the discount residents scheme, is Council's contribution to goal 1.

The draft Strategy was tabled for discussion at a recent Airport Advisory Committee Meeting along with being discussed at the Corporate Discussion held on 28 February 2020. Officers have also reviewed the Strategy and the main comments are focussed around:

- The significant steps forward the current government has made in addressing the need to reduce costs of flights in regional areas.
- The future actions to connect communities through supporting inter-regional flights as well as tourism opportunities
- The requirement for flexibility with relation to asset management and financial modelling

More comprehensive comments are provided in Appendix 1.

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil.

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

G1.1 Enhance governance capability to deliver sustainable outcomes, roads and buildings.

3: Built Environment

Connected and accessible communities.

B1 Optimise places to live, work and enjoy.

B1.2 Provide and maintain open spaces for the community to recreate and connect

RISK MANAGEMENT CONSIDERATIONS

The risk to the Council by not making a formal submission is that Council's voice regarding such a significant topic, would not be recorded or considered.

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple.

11:18AM Cr. Williams left the Chambers

11:19AM Cr. Williams returned to the Chambers

11:19AM Mr Jeremy Edwards and Ms Lisa Clack entered the Chambers

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/148

MOVED: Cr Geraldine Parsons

SECONDED: Cr Karen Lockyer

That Council endorse the comments listed in Appendix 1 as formal comment.

CARRIED UNANIMOUSLY

To be actioned by Mr Ben Lewis, Executive Manager Commercial Services

Appendix 1 Feedback Comments

Aviation Strategy Comments

We have extension to send comments by Tuesday 31st March

ITEM	JEREMY	BEN	COMMENTS
Point 3 – why do we need a strategy Challenges	The viability of regional airports is heavily reliant upon the states willingness to approve jet ports that are tied up in state agreements. As a local government we would want to see greater stake holder engagement in the decision to approve jet ports which will no doubt include changes to legislation. Overall there has been some fantastic changes to the aviation industry and pricing and the increase of air routes and it should be noted that this government has led those changes.	Issue – that under the mining act once they have a mining tenement it is automatically approved. They are going to have to change legislation. At the very least they have to get feedback or consultation. There is no conditions. They should not be able to approve anything within a 100km radius.	1. The viability of regional airports is heavily reliant upon the states willingness to approve jet ports that are tied up in state agreements. As a local government we would want to see greater stake holder engagement in the decision to approve jet ports which will no doubt include changes to legislation, such as amending the legislation to ensure jet ports are not authorised within 200km radius of a regional airport. 2. Overall there has been some fantastic changes to the aviation industry and pricing and the increase of air routes and it should be noted that this government has led those changes.
Point 4	Unregulated/lightly regulated/fully regulated...what does it mean?	MB/Nullagine – unregulated Newman – lightly regulated	

	If the new licensing conditions mean that the airlines are providing data to the state government relating to pricing and services. Can that same data be provided to regional airports to meet service expectations? How are we supposed to enhance our airport if we don't know what that data is? If airlines are releasing data to the state then the state should release that data to the airports.		1. Ensure that all data received by the state is provided to airport operators to assist with enhancing service provisioning and forward projection planning.
5.5 – future actions	State government preferences for airlines If we want to avoid state government to take more internationalist stance we need to engage with stakeholders more openly. They want stakeholder to take more of a voluntary step to improve affordability. Seeing it more broadly than a tourist point. The impact of cheap airfares to Newman is paramount to keeping people in the regions. It is more from a liveability and social isolation issue, connectivity.	State government cant just make a decision to get involved in certain arline routes which are only drive by tourism. E.g. Exmouth and Broome. They have partly funded the route with Qantas purely to fund tourim. They don't see the Pilbara as a tourist destination so they won't ever get involved.	1. Whilst the state government may look to take a more interventionist approach to some routes, it would be recommended that the state looks at all routes rather than just tourism locations. The Pilbara might not be seen as a traditional tourism location, however, from a liveability, social isolation and connectivity point of view, it is imperative the cost of flights reduces in order to maintain work force for all business outside the resource sector.

6.2 – connected communities context	Whilst it is an issue for us it is also an opportunity for Newman. tourism if it is only seasonal – could be an opportunity for us. E.g. around Karijini Experience or Bloody Slow Cup. In particular where you have a commitment from industry – calidus – to offer net pricing seats to community. They are not looking at a profit.	If they were serious about connecting communities then they would seriously consider our application for marble bar. There is no difference between marble bar and halls creek, Kununurra and balgo.	1. The state to consider tourism flights to the Pilbara for seasonal routes to attract tourism for specific major events such as Karijini Experience or Bloody Slow Cup. 2. The state to prioritise RADS funding to regional airports which will assist remote communities such as Marble Bar. 3. For the state to assist in negotiations with industry to provide seats for residents in remote towns like Marble Bar as they have previously done with the Onslow route.
Part 7	We need some flexibility in the asset management model for the mobilisation of contractors (financial efficiency).	C(5) – issue – the framework that they have set up – GHD have done based on the asset management model straight out of the standard. Their plan moving forward is to connect that to the RADS funding. They are going to force those airports that want RADS funding to comply with standard. If it doesn't fit the model you can't amend the model.	1. For the state to ensure flexibility for airport operators with complexities in regional areas, specifically if the intention is to link the asset management and financial modelling to RADS funding.

		GHD to do annual inspection – which we cant access anyway.	
		C(7) – under the mining act there is no requirement for any conditions. Once they have a mining tenement they can just build it and the Minister will approve. Because it is a private air strip they don't have to install all the screening requirements that we do.	
8 – informed future	Trying to get that second stage of government following.	Whilst they have put a directive out last year about using aviair when they are booking flights in the region. We don't have any statistics on that. We have asked avaiar for the data. If they are serious about that they should be putting their hands in their pocket to fund that.	1. That the state expand future action D9 to include partially funding the inter-regional Aviair flight program to show its commitment to connecting families as outlined in key goal 6

- 11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
- 12 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS
BEEN GIVEN
- 13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A
DECISION OF COUNCIL

14 CONFIDENTIAL MATTERS BEHIND CLOSED DOORS

MOVED: Cr Geraldine Parsons

SECONDED: Cr Holly Pleming

THAT the meeting go behind closed doors.

CARRIED UNANIMOUSLY

14.1 EM CORPORATE SERVICES

14.1.1 RATES EXEMPTION REQUEST – PUNTUKURNU ABORIGINAL MEDICAL SERVICE

Responsible Officer: Ms Sian Appleton
Executive Manager Corporate Services

Author: Ms Sian Appleton
Executive Manager Corporate Services

Proposed Meeting Date: 27 March 2020

REASONS FOR CONFIDENTIALITY

That in accordance with Section 5.23 (2) of the Local Government Act 1995 the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:

(b) The personal affairs of any person.

OFFICER RECOMMENDATION:

MOVED: Cr Geraldine Parsons

SECONDED: Cr Karen Lockyer

That Council approve the rates exemption of the following properties for the next three years subject to the payment of all outstanding rates prior to the 30 June 2019.

LOST

RECORD OF VOTE: 1-9

FOR: Cr. Williams

AGAINST: Cr Middleton, Parsons, Fleming, Lockyer, Smith, Coppin, Mortimer, Hatwell, Craigie.

To be actioned by Ms Sian Appleton, Executive Manager Corporate Services

14.2 EM COMMERCIAL SERVICES

14.2.1 AWARD OF TENDER - SECURITY SCREENING EQUIPMENT

Responsible Officer: Mr Ben Lewis
Executive Manager Commercial Services

Author: Mr Ben Lewis
Executive Manager Commercial Services

Proposed Meeting Date: 27 March 2020

REASONS FOR CONFIDENTIALITY

That in accordance with Section 5.23 (2) of the Local Government Act 1995 the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:

- (c) A contract entered into or which may be entered into by the Local Government and relates to matters to be discussed at the meeting.

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/149

MOVED: Cr Holly Pleming

SECONDED: Cr Geraldine Parsons

THAT Council:

1. Award Tender RFT 09-2019/20 for Separable Portion A – Supply, Install, Commission and supply Preventative Maintenance - Body Scanner – Newman Airport to Rapiscan Systems PTY LTD at the tendered price of \$320,888.40 (ex GST). The preventative maintenance will be for a three year Contract expiring in 2023.
2. Award Tender RFT 09-2019/20 for Separable Portion B – Supply, Install, Commission and supply Preventative Maintenance – Multi View X Ray Cabin Baggage & Goods with Automated Explosive Detection – Newman Airport to Smiths Detection at the tendered price of \$168,337.00 (ex GST). The preventative maintenance will be for a three year Contract expiring in 2023.
3. Approve the Chief Executive Officer to apply the common seal of the Shire of East Pilbara to the Contract between the Shire and Rapiscan Systems PTY LTD with respect to this Tender.
4. Approve the Chief Executive Officer to apply the common seal of the Shire of East Pilbara to the Contract between the Shire and Smiths Detection with respect to this Tender.

CARRIED UNANIMOUSLY

To be actioned by Mr Ben Lewis, Executive Manager Commercial Services

14.3 EM INFRASTRUCTURE SERVICES

14.3.1 REUSE WATER SYSTEM AT THE CAPRICORN OVAL AND EAST NEWMAN OVAL

File No: A409370
Responsible Officer: Mr Raees Rasool
Executive Manager Infrastructure Services
Author: Mr Lindon Mellor
Manager Projects Assets
Proposed Meeting Date: 27 March 2020

REASONS FOR CONFIDENTIALITY

That in accordance with Section 5.23 (2) of the Local Government Act 1995 the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:

- (c) A contract entered into or which may be entered into by the Local Government and relates to matters to be discussed at the meeting.

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/150

MOVED: Cr Holly Pleming

SECONDED: Cr Geraldine Parsons

THAT Council:

1. Approve unbudgeted expenditure for the Replacement East Newman Tank & Automation of Chlorination Dosing & Recirculation System of Reuse Water at the Capricorn Oval Tank and East Newman Tank based on the table below.

Account	Description	Amount
18883140	Recreational Facilities Maintenance Reserve	-\$56,000
109009	Chlorination System	+\$56,000

2. Award Tender RFT 06-2019/20 for the Replacement East Newman Tank & Automation of Chlorination Dosing & Recirculation System of Reuse Water at the Capricorn Oval Tank and East Newman Tank to Hydramet (Trility) Pty Ltd at the tendered price of \$220,383.34 (ex GST), being Schedule A and one item of Schedule B price.
3. Approve the Chief Executive Officer to apply the common seal of the Shire of East Pilbara to the Contract between the Shire and Hydramet (Trility) Pty Ltd with respect to this Tender.

CARRIED UNANIMOUSLY

To be actioned by Mr Lindon Mellor, Manager Projects Assets

14.4 CHIEF EXECUTIVE OFFICER

14.4.1 CHIEF EXECUTIVE OFFICER - SECONDARY EMPLOYMENT

Responsible Officer: Mr Jeremy Edwards
Chief Executive Officer

Author: Mr Jeremy Edwards
Chief Executive Officer

Proposed Meeting Date: 27 March 2020

An Interest was declared by Mr Jeremy Edwards for Item No. 14.4.1

Nature of Interest: Financial

Extent of Interest: The report relates to the CEO's employment

12:15pm Mrs Kylie Bergmann, Ms Sian Appleton, Ms Lisa Clack and Mr Ben Lewis left the Chambers. Mr Raees Rasool left the teleconference.

REASONS FOR CONFIDENTIALITY

That in accordance with Section 5.23 (2) of the Local Government Act 1995 the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:

- (a) A matter affecting an employee or employees.
- (b) The personal affairs of any person.

OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 201920/151

MOVED: Cr Holly Fleming

SECONDED: Cr Geraldine Parsons

That Council:

1. Approve the Chief Executive Officer to undertake the functions of Acting Chief Executive Officer of the Pilbara Regional Council for a period not exceeding 12 months.
2. Approve the Chief Executive Officer to accept the role as Chairperson of the East Pilbara Independent Support (EPIS).
3. Provide written confirmation to the Chief Executive Officer on items 1 and 2 above in accordance with section 3.2 of the Chief Executive Officer's contract of employment with the Shire of East Pilbara.

CARRIED UNANIMOUSLY

To be actioned by Mr Jeremy Edwards, Chief Executive Officer

MOVED: Cr Holly Fleming

SECONDED: Cr Geraldine Parsons

THAT the meeting be re-opened to the public.

CARRIED UNANIMOUSLY

15 DATE OF NEXT MEETING

24 April 2020

16 CLOSURE

12:30pm.